

# McscCom

## MCSC Commercial Management

## Training

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*Version 2 30/06/2008 – based on **McscCom** version 2.6*

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## 1/ Installation

Installation procedure is not part of this user manual.

## 2/ Start-up

After the installation the **McscCom** icon can be found on the desktop. Start **McscCom** by double clicking on this icon. In the login screen you should complete the username, password and if applicable you should select the correct Company, complete the login by clicking on 'Login' or press 'Enter'

McscCom © M.C.S.C. Commercial Management 2.5.1.55

M.C.S.C. bvba  
Brusselsesteenweg 386  
B-3020 Herent  
Belgium

Tel. +32 16/49 99 10  
Fax +32 16/48 05 94

VAT BE 0433.372.145

FORTIS 230-0394116-25  
ING 330-0722503-04  
KBC 422-0050511-36

info@mcsc.be  
www.mcsc.be

ISO 9001:2000

**User**  
Marcel

**Password**  
\*\*\*\*\*

**File**  
M1

Sql version 149

Files Login Exit

**McscCom Helpdesk 0903/99.331**

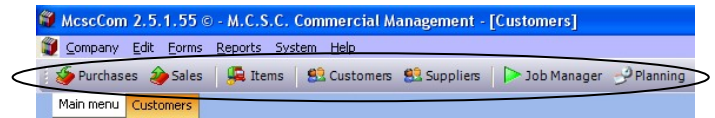
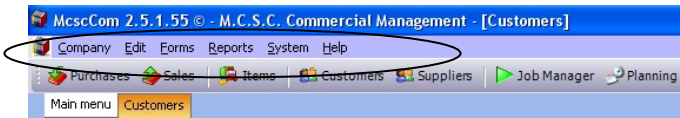
By using this program you agree with license conditions.  
All rights reserved. ©2003-2008 M.C.S.C. bvba

TOONZAAL5 [10.0.0.117]

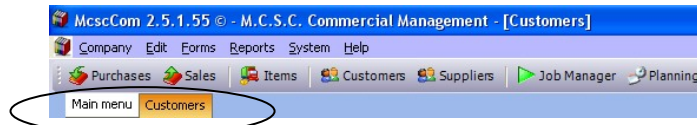
Faktuur Invoice Order Stock Commande

### 3/ Navigation

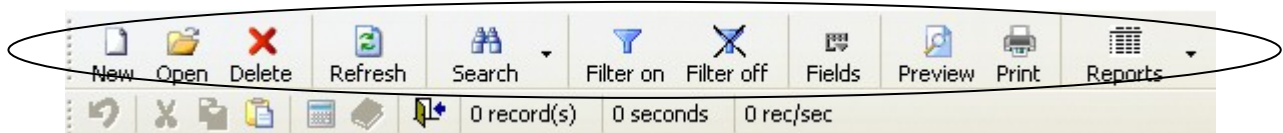
After start-up you will see the main menu, from this menu you can start all program items. In **McscCom** you will also find the general menu that helps to find all the program items. The toolbar contains the most important, daily used items.



*The open items are visible in the 3rd bar*

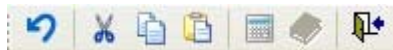


During the program 2 extra toolbars can pop-up :



New: Add a new item  
Open: Open the selected item  
Delete: Delete the selected item  
Refresh: Renew the list  
Search: Search for a text from the selected data  
Filter on: Put an additional filter on the search  
Filter off: Switch off the current Filter  
Fields: Enable/Disable fields (columns) in the list  
Preview: Preview the selection  
Print: Print the selection  
Reports: Open a report

Below this toolbar you can find another smaller toolbar with the functions: Cut, Copy, Paste, Cancel, Calculator, help and close.



The search screen contains a range of search fields and the possibility to select 'starts with' or 'Contains'. *The default setting for this parameter can be stored by the user.*

Filter	<input type="radio"/> Starts with	<input checked="" type="radio"/> Contains	Search
Reference	<input type="text"/>		
Name	<input type="text"/>	Address	<input type="text"/>
Location	<input type="text"/>	Country	<input type="text"/>
Contact person	<input type="text"/>		
Phone/fax	<input type="text"/>	Email	<input type="text"/>
	<input type="checkbox"/> All status	<input type="checkbox"/> Search within the addresses	

If there are different statuses available the status can be switched on/off.

To view the result of the search click on the 'Search' button or press 'Enter'

The list can be sorted on each column by clicking on the header of the column, a second click will reverse the sorting (from A to Z or from Z to A).

The width of the column is adjustable by sliding the column separator, double clicking will auto resize the column. You can also move the columns by clicking moving and dropping the column header.

City		<input type="checkbox"/> Search within the addresses		
Name Part 2	Group	Street/no./bus	Zip code	City
	SA	Brusselsesteenweg 386	3020	HERENT

All settings are stored per user.

By double clicking on one the rows from the selection the item will be opened. At that point an extra toolbar becomes available:



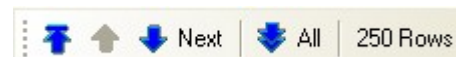
first record, previous record, next record, last record

Before you can change information in a record you need to click on the 'Modify' button.

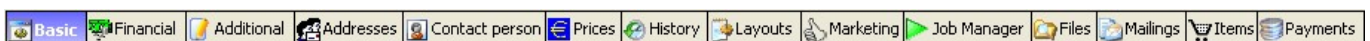


To save the modification you need to click on the 'Save' button, should to exit the form without saving the modification **McscCom** will give a warning.

In case lists get very long they will be split into parts and navigations will be added to the screen.



Information is visible in different tabs by the subject, by clicking on the tab you can view the information.



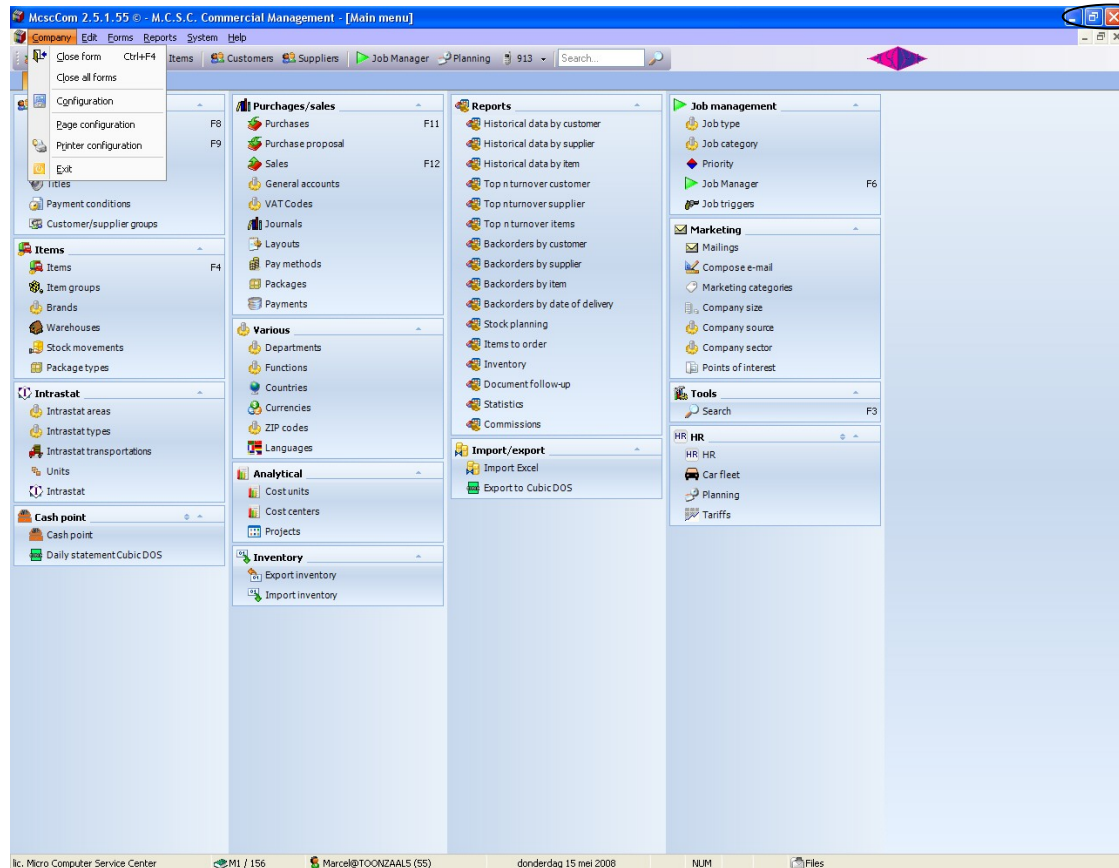
At input level, when you start typing **McscCom** will help you finding the correct item by showing the values that fit. You will also notice the magnifying glass, by clicking on this button you can make a selection using the selection list as describe above. The green arrow will bring you to the information stored in the selected record.

At the bottom of the screen the toolbar contains :

The active company (M1,M2...)  
The name of the user and computer  
Date  
Keyboard status (Scroll Lock, Numlock, Insert, Caps Lock)  
Files (support to up & download Files)

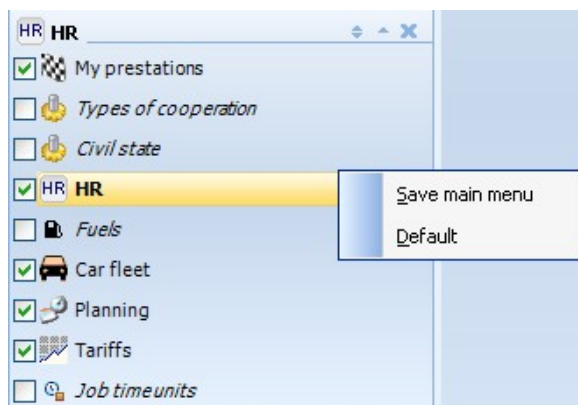
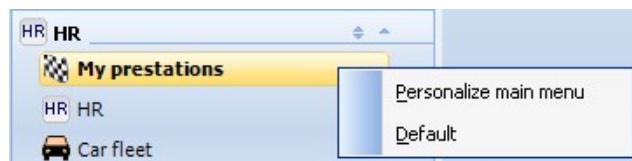
Every window can be closed with the cross at the right top of the screen or with Ctrl-F4.

Shutdown **McscCom** by closing the main screen or from the menu item 'Company' and 'Exit'.



The user can personalize the menu using the right mouse click somewhere on the main menu.

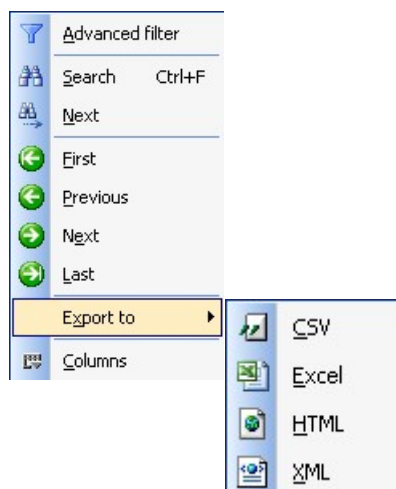
Save the new settings close the Main menu and re-open to activate



## Export to Excel :

From the selection lists you can export to Excel using the right mouse click

**McscCom** starts Excel and opens the result in Excel, Ms-Excel needs to be installed on the PC to use this function. Exports are also available in XML, CSV en HTML.





## 4/Customers

When starting the program item 'Customers' a selection screen makes it possible to search for a customer by 'Reference', 'Name', 'Address', 'Location', 'Country', 'Contact person', 'Telephone number' or 'Fax number' or 'e-mail address', combinations are possible. By selecting 'Contains' or 'Starts with' the search will be done accordingly. Default only customers with an 'Active' status will be listed. By clicking on 'All Status', customers with another status can be viewed as well.

### 4.1/Customer.Basic

**Customer: 2-MCSC**

MCSC

Basic Financial Additional Addresses Contact person Prices History Layouts Marketing Job Manager Files Mailings Items Payments Web service Emails

Reference	MCSC	
Name	Micro Computer Service Center bvba	
Address	Brusselsesteenweg 386	
Country	BE	Belgium
Address	3020	VELTEM-BEISEM
Phone	016/49.99.10	
Fax	016/48.05.94	
Email	info@mcsc.be	
Internet	www.mcsc.be	
Language	NL	Dutch
Group	LA	LA
Representative	MARCEL	Marcel
Commission	5	%
Bank Nr		
Information		

☐ Show in popup

Status: Enabled

The customer reference is a unique reference to identify the customer, max. 50 characters. *The reference needs to be unique to link to the accounting software*

Customer name/company name, 2 parts 50 characters each.

Address information max. 50 characters *the yellow arrow button brings you to a roadmap*

Country code – select from the countries list. Countries can be found on the main menu under 'various'.

Zip code – select from the 'Zip codes', the location will auto follow the zip code. The zip codes can be found on the main menu under 'various'.

Customer telephone number, free layout, via CTI – if available – you can call directly by clicking on the telephone button

Customer Fax number, free layout

*General E-mail address and 2 e-mail buttons, with the 1<sup>st</sup> e-mail button you open your default e-mail client software to send an e-mail to this e-mail address and with the 2<sup>nd</sup> button the e-mail will be send using McscCom with registration of the e-mail in the customer file.*

Customer Internet address (URL), with the browser button you open your default browser on this URL.

The customer main language to be selected from the languages. Languages can be found on the main menu under 'various'.

Customers can be divided in customer groups. These groups can be found in the Main menu under 'Customers/Suppliers'. Every group can have a default vat code and turnover account.



A sales representative can be linked to every customer with a commission percentage for the sales.

Bank account number and country code.

The field 'Info' is a free to use field














*By activating the 'Show in popup' option, the info field above will be shown in a popup screen every time a document is created for this customer.*

With the 'Status' field every customer can have a specific status.

- Active
- Inactive
- Deleted
- Reference
- Pilot
- Passive
- Blocked

## 4.2/Customer.Financial

**Customer: 754-MCSC**  
MCSC

Basic	Financial	Additional	Addresses	Contact person	Prices	History	Layouts	Marketing	Job Manager	Files	Mailings	Items	Payments	Web service
VAT Nr <input type="text" value="0433.372.145"/>  <b>Please use escape to leave this field and discard the changes.</b>														
VAT regime <input type="text" value="0"/>   <b>Liable to VAT</b>														
General account <input type="text"/>  														
VAT Code <input type="text" value="21"/>   <b>21</b>														
Payment conditions <input type="text" value="30"/>   <b>30 days after invoice date</b>														
Discount <input type="text" value="10,00"/>														
Administration cost <input type="text" value="0,00"/>														
Transport cost <input type="text" value="0,00"/>														
Currency <input type="text" value="EUR"/>   <b>Euro</b>														
Tariff <input type="text"/>  														
Min. order amount <input type="text" value="0,00"/>														

VAT Number: country code + VAT Number or company number.

VAT regime: vat regime (liable to vat, free to vat, co-contractor...)

General account: Default turnover account number. The general accounts can be found in the Main menu under 'Purchases/Sales'.

VAT code: Default VAT % for this customer to be selected from the vat codes. Vat codes can be found in the Main Menu under 'Purchases/Sales'.

Payment conditions: default payment condition for this customer to be selected from the conditions. Payment conditions can be found on the Main Menu under 'Customers/Suppliers'. *It is possible to define one default condition for all NEW customers in the company settings – export.*

Discount: define a fixed discount percentage for ALL goods and services.

Administration cost: default administrative costs

Transport cost: default transport cost

Currency: default currency for this customer to be selected from the currencies. Currencies can be found in the 'Main menu' under 'Various'.

**Tariff:** the tariff used to charge services to this customer, the default one will be used if this field is empty.

**Min. order amount:** is currently not in use for customers.

### 4.3/Customers.Extra

**754-MCSC**  
MCSC

Basics Financial Extra Adressen Contactpersonen Prijzen Historiek Layouts Marketing Job manager Bestanden Mailings Artikels Betalingen

Extra commentaar 1 veld 1

Extra commentaar 2 veld 2

Extra commentaar 3 veld 3

Extra commentaar 4 veld 4

Keuze Keuze 1 Keuze 1

☒ Ja/Neen

Datum ☒ 01/01/2006

**Free to use fields:**

10 character fields each 50 Characters

5 selection fields with your own selection table

5 date fields

5 yes/no fields

These fields can be defined via Company – configuration – optional fields

### 4.4/Customer.Addresses

**Customer: 754-MCSC**  
MCSC

Basics Financial Additional Adressen Contact person Prices History Layouts Marketing Job Manager Files Mailings Items Payments Web service

Filter ☐ Starts with ☒ Contains Search

Name

Address

City

Type [4 BEZ,5 DEFAULT,2 FAC,1 LEV,3 POST]

Country

☐ All status

**Addresses**

Id	Name part 1	Name part 2	Type	Address	Zip code	City	Country	Phone	Fax	Language	Km	Follow main	Default	Created on	Created by	Last updated on	Last updated by
3766 MCSC			Visiting	Brusselsesteenweg 386	3020	HERENT	Belgium	016/49.99.10	016/48.05.94	Dutch		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	31/05/2005 19:17:05	cubToCom	13/03/2008 11:24:56	Marcel
3767 MCSC			General	Brusselsesteenweg 386	3020	HERENT	Belgium	016/49.99.10	016/48.05.94	Dutch		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	31/05/2005 19:17:05	cubToCom	13/03/2008 11:24:56	Marcel
3768 MCSC			Invoice	Brusselsesteenweg 386	3020	HERENT	Belgium	016/49.99.10	016/48.05.94	Dutch		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	31/05/2005 19:17:05	cubToCom	13/03/2008 11:24:56	Marcel
3769 MCSC			Shipping	Brusselsesteenweg 386	3020	HERENT	Belgium	016/49.99.10	016/48.05.94	Dutch		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	31/05/2005 19:17:05	cubToCom	13/03/2008 11:24:56	Marcel
3770 MCSC			Post	Brusselsesteenweg 386	3020	HERENT	Belgium	016/49.99.10	016/48.05.94	Dutch		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	31/05/2005 19:17:05	cubToCom	13/03/2008 11:24:56	Marcel

Every customer can have multiple addresses, by default the following addresses are generated:  
Shipping/Invoice/Post/Visiting/General

With the toolbar on the left of these addresses, addresses can be added, deleted and opened.

Id 3766

Name MCSC

Contact person

Address Brusselsesteenweg 386

Country BE Belgium

Location 3020 HERENT

Language NL Dutch

Address type BEZ Visiting

Phone 016/49.99.10

Fax 016/48.05.94

Distance

☒ Follow the main address

☒ Default

Status Active

The address type invoice/shipping/general will be used in the sales documents. Every customer can have only 1 invoice address. By activating 'Follow the main address' this address will be modified automatically if the main address on 'Basic' tab gets changed. When having multiple addresses of one kind the default will be proposed by default in the sales document.

#### 4.5/ Customer.Contact persons

**Customer: 754-MCSC**

MCSC

Basic Financial Additional Addresses **Contact person** Prices History Layouts Marketing Job Manager Files Mailings Items Payments Web service

Filter ☐ Starts with ☒ Contains Search

Name

☐ All status

**Contact person**

Id	Lastname	Firstname	Title	Sex	Fax	Email	Department	Function	Language
1090	Adams	Daniël	Mr.	M	016480594	daniel@mcsc.be	Technisch	Technician	Dutch
823	Belmans	Peter	Mr.	M	016480594	peter@mcsc.be	Technisch	Technician	Dutch
121	Trappeniers	Patricia	Miss	F	016480594	Patricia@mcsc.be	Administratief	Accountant	Dutch
603	Vanweddingen	Eddy	Mr.	M	016480594	eddy@mcsc.be	Technisch	Technician	Dutch
163	Waeyenbergh	Davy	Mr.	M	016480594	Davy@mcsc.be	Technisch	PROGRAMMEUR	Dutch
332	Waeyenbergh	Marcel	Mr.	M	016480594	marcel.waeyenbergh@mcsc.be	Management	General Manager	Dutch

For every customer a number of contact persons can be added. With the toolbar on left of the screen contact persons can be added, deleted and opened.

In addition to the personal information like (Name, First name, tel. Nr. etc.) extra information can be stored:

- Importance (quotation from 0 to 9)
- Department to be selected from the list of departments, these can be found in the 'Main menu' under 'Various'
- Mailing : does this person wants to receive mailings
- Mailing string: key words can be stored here to define the points of interest for this person.

Id: 121

Firstname: Patricia

Lastname: Trappeniers

Title: MEVR Miss

Importancy: 0

Department: ADM Administratief

Language: NL Dutch

Function: BOEKHOUDER Accountant

Sex: Female

Phone:

Mobile:

Fax: 016480594

Email: Patricia@mcsc.be

Private tel. Nr:

Date of birth: 16/05/2008

Status: Active

**Mailing**

☒ Mailing

Mailing string:

#### 4.6/ Customer.Prices

Every customer can have his own price agreement.

Filter ☐ Starts with ☒ Contains Search

Items

Item groups

Brand

☐ All status

**Prices**

Id	Items	Item groups	Brand	Quantity	Active discount %	Discount %	Net active discount	Net discount	Created on	Created by	Last updated on	Last updated by	Updates	Status
...	...	...	...	0	✓	10		0	16/05/20...	Marcel	16/05/2008 15...	Marcel	1	Enab...

For every customer multiple price agreements can be stored in this tab. With the toolbar on the left price agreements can be added, deleted and opened.

**Basic**

Id: 188

Relation: MCSC

Item: |

Item group:

Brand:

Status: Active

---

**Price**

Current price: 0,00

Net price: 0,00

Discount: 10 %

Factor: 1,00

Quantity (Volume discounts): 0

Price	Discount	Factor
0,00	10,00	0,90

---

**Period**

Start date: 16/05/2008 00:00:00

End date: 16/05/2008 23:59:59

Price agreements can be made on item level, item group level or brand. Discounts can be linked to quantities. Discounts can be defined in percentages but net prices can be defined also. Start en stop dates can be added.

#### 4.7/ Customer.History

The customer history gives a general view of all the sales documents ever created for this customer *both on document and on item level*.

Filtering is possible on date and document journal.

By double clicking on the row, the document will be opened.

**Customer: 754-MCSC**

MCSC

Basic Financial Additional Addresses Contact person Prices **History** Layouts Marketing Job Manager Files Mailings Items Payments Web service

**Documents** Items

Filter: ☐ Starts with ☒ Contains Search Additional

Date: 16/05/2008 to 16/05/2008

Due date: 16/05/2008 to 16/05/2008

Journals: [1 Sales, 2 Deliveries, 3 Customers Orders, 4 Customers Quotations, 5 Suppliers Orders, 6 Ontvangsten Leveranciers, 9 Bijwerkingscontracten Cubic Klanten, 10 Repairs, 11 Leveringer] Check all Uncheck all

Item: Closed

**History**

Id	Type	Kind	Journal	Document number	Date	Due date	Total	Course	Total	Status	Closed
123442	Sales	Delivery	VZN	281207	15/05/2008 12:42:29	14/06/2008	0	1	0	Enabled	
123151	Sales	Order	ORD	280577	06/05/2008 16:04:09	05/06/2008	0	1	0	Enabled	
122138	Sales	Delivery	VZN	280853	03/04/2008 08:38:32	03/05/2008	0	1	0	Enabled	
122137	Sales	Delivery	VZN	280852	03/04/2008 08:36:32	03/05/2008	0	1	0	Enabled	
122136	Sales	Delivery	VZN	280851	03/04/2008 08:35:51	03/05/2008	0	1	0	Enabled	
122135	Sales	Delivery	VZN	280850	03/04/2008 08:35:13	03/05/2008	0	1	0	Enabled	
121962	Sales	Order	ORD	280414	28/03/2008 15:29:10	27/04/2008	0	1	0	Enabled	✓
121945	Sales	Invoice	GAR	280026	28/03/2008 13:59:10	27/04/2008	0	1	0	Enabled	✓
121761	Sales	Order	ORD	280388	21/03/2008 15:39:13	20/04/2008	0	1	0	Enabled	✓
121602	Sales	Delivery	VZN	280718	18/03/2008 16:12:21	17/04/2008	0	1	0	Enabled	✓
121599	Sales	Order	ORD	280365	18/03/2008 15:44:39	17/04/2008	0	1	0	Enabled	
121502	Sales	Order	ORD	280350	14/03/2008 13:36:41	13/04/2008	0	1	0	Enabled	✓
121357	Sales	Order	ORD	280330	10/03/2008 17:35:57	09/04/2008	0	1	0	Enabled	✓
122032	Sales	Delivery	VZN	280827	01/03/2008 08:52:40	31/03/2008	0	1	0	Enabled	
120716	Sales	Order	ORD	280227	20/02/2008 13:16:53	21/03/2008	0	1	0	Enabled	✓
120678	Sales	Delivery	VZN	280462	19/02/2008 15:15:37	20/03/2008	0	1	0	Enabled	✓
120365	Sales	Delivery	VZN	280389	09/02/2008 16:31:24	10/03/2008	0	1	0	Enabled	✓
120229	Sales	Order	ORD	280151	05/02/2008 17:01:47	06/03/2008	0,3	1	0,3	Enabled	✓
119418	Sales	Delivery	VZN	280096	14/01/2008 08:22:21	13/02/2008	0	1	0	Enabled	✓
119245	Sales	Order	ORD	280025	08/01/2008 12:15:34	07/02/2008	0	1	0	Enabled	
119032	Sales	Invoice	GAR	270089	31/12/2007 10:23:26	30/01/2008	0	1	0	Enabled	✓
119021	Sales	Delivery	VZN	273122	28/12/2007 18:12:43	27/01/2008	0	1	0	Enabled	✓
119019	Sales	Delivery	VZN	273121	28/12/2007 17:42:03	27/01/2008	0	1	0	Enabled	✓

Total: Open orders: 0 EUR - Open delivery notes: 0 EUR - Invoiced: 152688,38 EUR

## 4.8/ Customer.Layouts

By default all documents have a layout and a number of copies to be printed. Exceptions need to be defined here: extra copies, different layout...

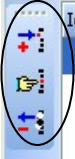
**Customer: 754-MCSC**  
MCSC

Basic Financial Additional Addresses Contact person Prices History **Layouts** Marketing Job Manager Files Mailings

Filter ☐ Starts with ☒ Contains

Layout

☐ All status

	Id	Relation	Kind	Layout	Copies	Information	Created on	Created by	Last updated on	Last updated by	Updates	Status
	4	MCSC	Invoice	Invoice UK	4		16/05/2008 15:56:13	Marcel	16/05/2008 15...	Marcel	1	Enabled

With the toolbar on the left layouts can be added, deleted and opened.

## 4.9/ Customer.Marketing

For every customer specific marketing information can be added.

**Customer: 754-MCSC**  
MCSC

Basic	Financial	Additional	Addresses	Contact person	Prices	History	Layouts	Marketing	Job Manager	Files	Mailings
Category	MCSCCOM			MCSCCOM							
Company size	KMO			KMO							
Company sector	IT			IT							
Source	www.mcsc.be			www.mcsc.be							
Appreciation	9										
Points of interest	[5 McscCom]										

**Marketing category:** Marketing categories can be linked to the customer, these categories can be found on the 'Main Menu' under 'Marketing'.

**Company size:** the customers can be divided into company sizes, these sizes can be found on the 'Main Menu' under 'Marketing'.

**Company Sector:** the customers can be divided into company sectors, these sectors can be found on the 'Main Menu' under 'Marketing'.

**Source:** For every customer you can add how the customer became customer, these sources can be found on the 'Main Menu' under 'Marketing'.

**Appreciation:** you can add an appreciation from 0 to 9

**Points of Interest:** the points of interest for this customer can be added from the points of interest list to be found on the 'Main Menu' under 'Marketing'.



## 4.10/ Customer.Jobs

The history of all jobs related to this customer will be viewed here.

Filtering is possible on type, date, owner en status.

With the toolbar on the left jobs can be added, deleted and opened.

**Customer: 754-MCSC**

MCSC

Basic Financial Additional Addresses Contact person Prices History Layouts Marketing **Job Manager** Files Mailings Items Payments Web service

Filter: ☐ Starts with ☒ Contains Search Additional Information

Relation reference:  Relation:

Owner:

Type:

Journal: [20 Taak,21 Bezoek,22 Incoming Call,23 Outgoing calls,24 ,25 WatchGuard Live Security,26 WatchGuard Warranty Extention,27 McscCom Bijwerkingscontract,28 McAfee License (

Document number:

Category:

Date:  to  Due date:  to

☐ All status

Job: ☒ Enabled ☒ Closed ☒ Closed and Accepted

Assignment to:

☒ Not assigned ☒ Waiting for acceptance ☒ Refused ☒ Accepted ☒ Closed

**Job Manager**

#	Id	Type	Journal	Documen...	Category	Priority	Owner	Relation r...	Relation	Contact ...	Represen...	Date	Due d...
2966	Call-In	CAI	200800892			Dringend	Patricia	MCSC	MCSC	Belmans ...	MARCEL	16/05/2008 11:28:45	16/05/2008
2324	Support	SUP	200800015	Technisch	Normaal		Marcel	MCSC	MCSC		MARCEL	19/03/2008 09:07:27	19/03/2008

Row 1 - 2

**Information**

CALL:

#### 4.11/ Customer.Files

Files can be attached to every customer.

With the toolbar on the left files can be added, deleted, opened (also by double clicking on the row) or saved from the database to a local disk.

**Customer: 754-MCSC**  
MCSC

Basic Financial Additional Addresses Contact person Prices History Layouts Marketing Job Manager **Files** Mailings Items Payments Web service

Filter: ☐ Starts with ☒ Contains Search Additional

Name:   
Type:   
Owner:   
☐ All status

Contains:

Id	Type main document	Id main d...	Name main docum...	Name	Last modified file	Type	Owner	Filesize	Archive	Hidden
4098	Relation (Customer)	754	MCSC	hbl_713_flyer.pdf	19/02/2008 09:48:24	PDF	Marcel	389,771 KB	<input checked="" type="checkbox"/>	

#### 4.12/ Customer.Mailings

All mailings send to this customer will be viewed here.

#### 4.13/ Customer.Items

Every customer can have a personal item list based on items or item groups. In case of a personal item list only items available in this list can be sold to this customer. This list can be used as a template for generating a new sales document by setting this parameter in the journal list found on the 'Main menu'.

#### 4.14/ Customer.Payments

The payment history will be viewed here.

#### 4.15/ Customer.E-mails

*All e-mails send to the customer get stored here with date and time en the content of the e-mail. Both sales documents like quotations, order confirmations and direct e-mails.*



## 5/Suppliers

When starting the program item 'Suppliers' a selection screen makes it possible to search for a supplier by 'Reference', 'Name', 'Address', 'Location', 'Country', 'Contact person', 'Telephone number' or 'Fax number' or 'e-mail address', combinations are possible. By selecting 'Contains' or 'Starts with' the search will be done accordingly. Default only suppliers with an 'Active' status will be listed. By clicking on 'All Status', suppliers with another status can be viewed as well.

### 5.1/Supplier.Basic

**Supplier: 6403-MCSC**  
MICRO COMPUTER SERVICE CENTER

Basic Financial Additional Addresses Contact person Prices History Marketing Job Manager Files Mailings Items Payments Web service

Reference	* MCSC	
Name	MICRO COMPUTER SERVICE CENTER	
Address	Brusselsesteenweg 386	
Country	BE	Belgium
Location	3020	VELTEM-BEISEM
Phone	016/49.99.10	
Fax	016/48.05.94	
Email	info@mcsc.be	
Internet	www.mcsc.be	
Language		
Group		
Representative		
Commission	0	%
Bank Nr		
Information		

☐ Show in popup

Status: Enabled

The supplier reference is a unique reference to identify the supplier, max. 50 characters. *The reference needs to be unique to link to the accounting software*

supplier name/company name, 2 parts 50 characters each.

Address information max. 50 characters *the yellow arrow button brings you to a roadmap*

Country code – select from the countries list. Countries can be found on the main menu under 'various'.

Zip code – select from the 'Zip codes', the location will auto follow the zip code. The zip codes can be found on the main menu under 'various'.

Supplier telephone number, free layout, via CTI – if available – you can call directly by clicking on the telephone button

Supplier Fax number, free layout

*General E-mail address and 2 e-mail buttons, with the 1<sup>st</sup> e-mail button you open your default e-mail client software to send an e-mail to this e-mail address and with the 2<sup>nd</sup> button the e-mail will be send using McscCom with registration of the e-mail in the supplier file.*

Supplier Internet address (URL), with the browser button you open your default browser on this URL.

The supplier main language to be selected from the languages. Languages can be found on the main menu under 'various'.

Suppliers can be divided in customer groups. These groups can be found in the Main menu under 'Customers/Suppliers'. Every group can have a default vat code and turnover account.

A sales representative can be linked to every supplier with a commission percentage for the sales.

Bank account number with the country code.

The field 'Info' is a free to use field

*By activating the 'Show in popup' option, the info field above will be shown in a popup screen every time a document is created for this supplier.*

With the 'Status' field every supplier can have a specific status.

- Active
- Inactive
- Deleted
- Reference
- Pilot
- Passive
- Blocked

## 5.2/ Supplier.Financial

Basic	Financial	Additional	Addresses	Contact person	Prices	History	Marketing
VAT Nr		BE	0425.077.655		✖ Please use escape to leave t		
VAT regime		0			Liable to VAT		
General account							
VAT Code		21			21		
Payment conditions		30			30 days after invoice date		
Discount		0,00					
Administration cost		0,00					
Transport cost		0,00					
Currency		EUR			Euro		
Tariff							
Min. order amount		3000,00					

VAT Number: country code + VAT Number or company number.

VAT regime: vat regime (liable to vat, free to vat, co-contractor...)

General account: Default cost account number. The general accounts can be found in the Main menu under 'Purchases/Sales'.

VAT code: Default VAT % for this supplier to be selected from the vat codes. Vat codes can be found in the Main Menu under 'Purchases/Sales'.

Payment conditions: default payment condition for this supplier to be selected from the conditions. Payment conditions can be found on the Main Menu under 'Customers/Suppliers'.

Discount: define a fixed discount percentage for ALL goods and services.

Administration cost: default administrative costs

Transport cost: default transport cost

Currency: default currency for this supplier to be selected from the currencies. Currencies can be found in the 'Main menu' under 'Various'.

Tariff: is not in use for suppliers

Min. order amount: when creating a purchase order the total amount of the order will be compared with this amount and a warning will follow if lower.

### 5.3/ Supplier.Extra

**754-MCSC**  
MCSC


Basics Financieel Extra Adressen Contactpersonen Prijzen Historiek Layouts Marketing Job manager Bestanden Mailings Artikels Betalingen

Extra commentaar 1 veld 1

Extra commentaar 2 veld 2

Extra commentaar 3 veld 3

Extra commentaar 4 veld 4

Keuze Keuze 1  Keuze 1

☒ Ja/Neen

Datum ☒ 01/01/2006

Free to use fields:

10 character fields each 50 Characters

5 selection fields with your own selection table

5 date fields

5 yes/no fields

These fields can be defined via Company – configuration – optional fields

### 5.4/ Supplier.Addresses

**Customer: 754-MCSC**  
MCSC

Basics Financial Additional Adressen Contact person Prices History Layouts Marketing Job Manager Files Mailings Items Payments Web service

Filter ☐ Starts with ☒ Contains  Search

Name

Address

City

Type [4 BEZ,5 DEFAULT,2 FAC,1 LEV,3 POST]

Country

☐ All status

**Addresses**

Id	Name part 1	Name part 2	Type	Address	Zip code	City	Country	Phone	Fax	Language	Km	Follow main	Default	Created on	Created by	Last updated on	Last updated by
3766 MCSC			Visiting	Brusselsesteenweg 386	3020	HERENT	Belgium	016/49.99.10	016/48.05.94	Dutch		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	31/05/2005 19:17:05	cubToCom	13/03/2008 11:24:56	Marcel
3767 MCSC			General	Brusselsesteenweg 386	3020	HERENT	Belgium	016/49.99.10	016/48.05.94	Dutch		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	31/05/2005 19:17:05	cubToCom	13/03/2008 11:24:56	Marcel
3768 MCSC			Invoice	Brusselsesteenweg 386	3020	HERENT	Belgium	016/49.99.10	016/48.05.94	Dutch		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	31/05/2005 19:17:05	cubToCom	13/03/2008 11:24:56	Marcel
3769 MCSC			Shipping	Brusselsesteenweg 386	3020	HERENT	Belgium	016/49.99.10	016/48.05.94	Dutch		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	31/05/2005 19:17:05	cubToCom	13/03/2008 11:24:56	Marcel
3770 MCSC			Post	Brusselsesteenweg 386	3020	HERENT	Belgium	016/49.99.10	016/48.05.94	Dutch		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	31/05/2005 19:17:05	cubToCom	13/03/2008 11:24:56	Marcel

Every supplier can have multiple addresses, by default the following addresses are generated: Shipping/Invoice/Post/Visiting/General

With the toolbar on the left of these addresses, addresses can be added, deleted and opened.

Id	3766	
Name	MCSC	
Contact person		
Address	Brusselsesteenweg 386	
Country	BE	Belgium
Location	3020	HERENT
Language	NL	Dutch
Address type	BEZ	Visiting
Phone	016/49.99.10	
Fax	016/48.05.94	
Distance		
	<input checked="" type="checkbox"/> Follow the main address <input checked="" type="checkbox"/> Default	
Status	Active	

## 5.5/ Supplier.Contact persons

**Customer: 754-MCSC**  
MCSC

Basic Financial Additional Addresses **Contact person** Prices History Layouts Marketing Job Manager Files Mailings Items Payments Web service

Filter: ☐ Starts with ☒ Contains Search

Name:

☐ All status

Id	Lastname	Firstname	Title	Sex	Fax	Email	Department	Function	Language
1090	Adams	Daniël	Mr.	M	016480594	daniel@mcsc.be	Technisch	Technician	Dutch
823	Belmans	Peter	Mr.	M	016480594	peter@mcsc.be	Technisch	Technician	Dutch
121	Trappeniers	Patricia	Miss	F	016480594	Patricia@mcsc.be	Administratief	Accountant	Dutch
603	Vanweddigen	Eddy	Mr.	M	016480594	eddy@mcsc.be	Technisch	Technician	Dutch
163	Waeyenbergh	Davy	Mr.	M	016480594	Davy@mcsc.be	Technisch	PROGRAMMEUR	Dutch
332	Waeyenbergh	Marcel	Mr.	M	016480594	marcel.waeyenbergh@mcsc.be	Management	General Manager	Dutch

For every supplier a number of contact persons can be added. With the toolbar on left of the screen contact persons can be added, deleted and opened.

In addition to the personal information like (Name, First name, tel. Nr. etc.) extra information can be stored:

- Importance (quotation from 0 to 9)
- Department to be selected from the list of departments, these can be found in the 'Main menu' under 'Various'
- Mailing : does this person wants to receive mailings
- Mailing string: key words can be stored here to define the points of interest for this person.

Id	121	
Firstname	Patricia	
Lastname	Trappeniers	
Title	MEVR	Miss
Importancy	0	
Department	ADM	Administratief
Language	NL	Dutch
Function	BOEKHOUDER	Accountant
Sex	Female	
Phone		
Mobile		
Fax	016480594	
Email	Patricia@mcsc.be	
Private tel. Nr		
Date of birth	16/05/2008	
Status	Active	
<b>Mailing</b>	<input checked="" type="checkbox"/> Mailing	
Mailing string		

## 5.6/ Supplier.Prices

Every supplier can have his own price agreement.

Id	Items	Item groups	Brand	Quantity	Active discount %	Discount %	Net active discount	Net discount	Created on	Created by	Last updated on	Last updated by	Updates	Status
0					✓	10		0	16/05/20...	Marcel	16/05/2008 15...	Marcel	1	Enab...

For every supplier multiple price agreements can be stored in this tab. With the toolbar on the left price agreements can be added, deleted and opened.

**Basic**

Id: 188  
Relation: MCSC  
Item:   
Item group:   
Brand:   
Status: Active

**Price**

Current price: 0,00  
Net price: 0,00  
Discount: 10 %  
Factor: 1,00  
Quantity (Volume discounts): 0

Price	Discount	Factor
0,00	10,00	0,90

**Period**

Start date: 16/05/2008 00:00:00  
End date: 16/05/2008 23:59:59

Price agreements can be made on item level, item group level or brand. Discounts can be linked to quantities. Discounts can be defined in percentages but net prices can be defined also. Start en stop dates can be added.

## 5.7/ Supplier.History

The customer history gives a general view of all the sales documents ever created for this customer.

Filtering is possible on date and document journal.

By double clicking on the row, the document will be opened.

Id	Type	Kind	Journal	Document number	Date	Due date	Total	Course	Total	Status	Closed
123511	Aankoop	Invoice	AHG	800302	16/05/2008 12:13:24	15/06/2008	6413	1	6413	Enabled	
123494	Aankoop	Delivery	BLF	280429	16/05/2008 09:38:45	15/06/2008	6412,94	1	6412,94	Enabled	✓
123474	Aankoop	Delivery	BLF	280424	15/05/2008 17:01:13	14/06/2008	130,7	1	130,7	Enabled	✓
123470	Aankoop	Delivery	BLF	280423	15/05/2008 16:56:10	14/06/2008	5261,03	1	5261,03	Enabled	✓
123466	Aankoop	Order	COM	280319	15/05/2008 16:07:41	15/05/2008	6769,14	1	6769,14	Enabled	
123483	Aankoop	Invoice	AHG	800298	14/05/2008 18:04:33	13/06/2008	5261,03	1	5261,03	Enabled	
123482	Aankoop	Invoice	AHG	800297	14/05/2008 17:59:36	13/06/2008	1691,29	1	1691,29	Enabled	
123481	Aankoop	Invoice	AHG	800296	14/05/2008 17:56:12	13/06/2008	130,99	1	130,99	Enabled	
123476	Aankoop	Delivery	BLF	280425	14/05/2008 17:03:53	13/06/2008	1691,29	1	1691,29	Enabled	✓
123406	Aankoop	Order	COM	280309	14/05/2008 14:57:48	14/05/2008	3730,18	1	3730,18	Enabled	
123376	Aankoop	Delivery	BLF	280419	13/05/2008 17:20:46	12/06/2008	572,69	1	572,69	Enabled	✓
123350	Aankoop	Delivery	BLF	280413	13/05/2008 15:23:31	12/06/2008	2972,1	1	2972,1	Enabled	✓
123377	Aankoop	Invoice	AHG	800295	09/05/2008 17:26:29	08/06/2008	3667	1	3667	Enabled	
123295	Aankoop	Order	COM	280305	09/05/2008 12:39:00	09/05/2008	3694,35	1	3694,35	Enabled	
123260	Aankoop	Delivery	BLF	280408	08/05/2008 16:08:26	07/06/2008	2289,95	1	2289,95	Enabled	✓
123259	Aankoop	Delivery	BLF	280407	08/05/2008 16:02:54	07/06/2008	109,89	1	109,89	Enabled	✓
123225	Aankoop	Delivery	BLF	280404	08/05/2008 08:30:25	07/06/2008	2163,13	1	2163,13	Enabled	✓
123272	Aankoop	Invoice	AHG	800291	07/05/2008 18:16:28	06/06/2008	85,34	1	85,34	Enabled	
123271	Aankoop	Invoice	AHG	800290	07/05/2008 18:13:27	06/06/2008	1858,12	1	1858,12	Enabled	
123173	Aankoop	Delivery	BLF	280393	06/05/2008 17:28:33	05/06/2008	1567,94	1	1567,94	Enabled	✓
123167	Aankoop	Delivery	BLF	280391	06/05/2008 16:57:14	05/06/2008	14,85	1	14,85	Enabled	✓
123160	Aankoop	Delivery	BLF	280384	06/05/2008 16:23:41	05/06/2008	1346,8	1	1346,8	Enabled	✓
123157	Aankoop	Order	COM	280295	06/05/2008 16:17:18	06/05/2008	6948,87	1	6948,87	Enabled	

Total: Open orders: 28536,78 EUR - Open delivery notes: 0 EUR - Invoiced: 1081534,73 EUR

## 5.8/ Supplier.Layouts

By default all documents have a layout and a number of copies to be printed. Exceptions need to be defined here: extra copies, different layout...

Id	Relation	Kind	Layout	Copies	Information	Created on	Created by	Last updated on	Last updated by	Updates	Status
4	MCSC	Invoice	Invoice UK	4		16/05/2008 15:56:13	Marcel	16/05/2008 15...	Marcel	1	Enabled

With the toolbar on the left layouts can be added, deleted and opened.



## 5.9/ Supplier.Marketing

For every supplier specific marketing information can be added.

**Customer: 754-MCSC**  
MCSC

Basic	Financial	Additional	Addresses	Contact person	Prices	History	Layouts	<b>Marketing</b>	Job Manager	Files	Mailings
-------	-----------	------------	-----------	----------------	--------	---------	---------	------------------	-------------	-------	----------

Category	MCSCCOM	MCSCCOM
Company size	KMO	KMO
Company sector	IT	IT
Source	www.mcsc.be	www.mcsc.be
Appreciation	9	
Points of interest	[5 McscCom]	

**Marketing category:** Marketing categories can be linked to the supplier, these categories can be found on the 'Main Menu' under 'Marketing'.

**Company size:** the suppliers can be divided into company sizes, these sizes can be found on the 'Main Menu' under 'Marketing'.

**Company Sector:** the suppliers can be divided into company sectors, these sectors can be found on the 'Main Menu' under 'Marketing'.

**Source:** For every supplier you can add how the supplier became supplier, these sources can be found on the 'Main Menu' under 'Marketing'.

**Appreciation:** you can add an appreciation from 0 to 9

**Points of Interest:** the points of interest for this supplier can be added from the points of interest list to be found on the 'Main Menu' under 'Marketing'.

## 5.10/ Supplier.Jobs

The history of all jobs related to this supplier will be viewed here.

Filtering is possible on type, date, owner en status.

With the toolbar on the left jobs can be added, deleted and opened.

**Customer: 754-MCSC**

MCSC

Basic Financial Additional Addresses Contact person Prices History Layouts Marketing **Job Manager** Files Mailings Items Payments Web service

Filter: ☐ Starts with ☒ Contains Search Additional Information

Relation reference:  Relation:

Owner:

Type:

Journal: [20 Taak,21 Bezoek,22 Incoming Call,23 Outgoing calls,24 ,25 WatchGuard Live Security,26 WatchGuard Warranty Extention,27 McscCom Bijwerkingscontract,28 McAfee License (

Document number:

Category:

Date:  to  Due date:  to

Job: ☒ All status ☒ Enabled ☒ Closed ☒ Closed and Accepted

Assignment to:

Assignment: ☒ Not assigned ☒ Waiting for acceptance ☒ Refused ☒ Accepted ☒ Closed

**Job Manager**

#	Id	Type	Journal	Documen...	Category	Priority	Owner	Relation r...	Relation	Contact ...	Represen...	Date	Due d
2966	Call-In	CAI	200800892		Dringend	Patricia	MCSC	MCSC	Belmans ...	MARCEL	16/05/2008 11:28:45	16/05/2008	
2324	Support	SUP	200800015	Technisch	Normaal	Marcel	MCSC	MCSC		MARCEL	19/03/2008 09:07:27	19/03/2008	

Row 1 - 2

**Information**

CALL:



## 5.11/ Supplier.Files

Files can be attached to every supplier.

With the toolbar on the left files can be added, deleted, opened (also by double clicking on the row) or saved from the database to a local disk.

**Customer: 754-MCSC**  
MCSC

Basic Financial Additional Addresses Contact person Prices History Layouts Marketing Job Manager **Files** Mailings Items Payments Web service

Filter: ☐ Starts with ☒ Contains Search Additional

Name:   
Type:   
Owner:   
☐ All status

Contains:

Id	Type main document	Id main d...	Name main docum...	Name	Last modified file	Type	Owner	Filesize	Archive	Hidden
4098	Relation (Customer)	754	MCSC	hbl_713_flyer.pdf	19/02/2008 09:48:24	PDF	Marcel	389,771 KB	<input checked="" type="checkbox"/>	

## 5.12/ Supplier.Mailings

All mailings send to this supplier will be viewed here.

## 5.13/ Supplier.Items

Every supplier can have a personal item list based on items or item groups. In case of a personal item list only items available in this list can be bought from this supplier. This list can be used as a template for generating a new purchase document by setting this parameter in the journal list found on the 'Main menu'.

## 5.14/ Supplier.Payments

The payment history will be viewed here.

## 4.15/ Supplier.E-mails

*All e-mails send to the supplier get stored here with date and time en the content of the e-mail. Both purchase documents like orders and direct e-mails.*

## **6/Representatives**

Representatives can be added and maintained here.

## **7/Titles**

Titles can be added and maintained here.

## **8/Adrestypes**

Address types are fixed

## **9/Payment conditions**

Conditions can be added and maintained here.

## **10/Customer/supplier groups**

Customer / Supplier groups can be added and maintained here.

## 12/ Exercise 1

12.1/Please create the following customer:

MCSC

Micro Computer Service Center bvba

Brusselsesteenweg 386

BE 3020 Veltem-Beisem

Tel : +32 16 49 99 10

Fax : +32 16 48 05 94

e-mail : [info@mcsc.be](mailto:info@mcsc.be)

www : [www.mcsc.be](http://www.mcsc.be)

language : English

customer group : new group 'distributor'

Contact person : Mr. Marcel Waeyenbergh

12.2/ Search the new created customer by address 'Brusselsesteenweg'

12.3/ clear the filter and click on search to view all customers, sort on vat number

## 13/Exercise 2

13.1/Create a new payment condition:

45 days end of month

What will be the due date for an invoice created on 3/2/2008 if the 45EOM conditions are active ?

## 13/Items

When starting the program item 'Items' a selection screen makes it possible to search for a stock item by 'Reference', 'Name', 'Serial number', 'Brand' or 'Group', combinations are possible. By selecting 'Contains' or 'Starts with' the search will be done accordingly. Default only items with an 'Active' status will be listed. By clicking on 'All Status', items with another status can be viewed as well. The button 'Additional' shows extra filtering possibilities like 'attributes' and 'Supplier'. With the filter 'On stock' only items that are currently available on stock will be shown.

Filter: ☐ Starts with ☒ Contains Search **+ Additional**

Reference:

Name:

Serial number/Batch number:

Brand:

Group:

☐ All status

Supplier:

Attributes:

<input checked="" type="checkbox"/> Composed	<input checked="" type="checkbox"/> Show	<input checked="" type="checkbox"/> Serial number	<input checked="" type="checkbox"/> Text field	<input checked="" type="checkbox"/> Price
<input checked="" type="checkbox"/> Sale	<input checked="" type="checkbox"/> Purchase	<input checked="" type="checkbox"/> Batch numbers	<input checked="" type="checkbox"/> Manual input	<input checked="" type="checkbox"/> Stock
<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> No reduction applicable		<input checked="" type="checkbox"/> On stock (May take a while.)	

Reference Description nl SP excl. VAT Cost price VAT Unit

### 13.1/Item.Basic

**Item: 7390-FLYBOOK\_V33IUUKAZRD**  
FLYBOOK-8.9"WXGA-1.1GHZ PENT.MOBILE-WXP PRO UK-AZ-40GB-RED

Basic Intrastat Additional Purchase Sale Suppliers Stock Prices Serial numbers Batch numbers Composition Replacing items History Files Job triggers

Reference: FLYBOOK\_V33IUUKAZRD Status: Active

Description nl: FLYBOOK-8.9"WXGA-1.1GHZ PENT.MOBILE-WXP PRO UK-AZ-40GB-RED

Description fr: FLYBOOK-8.9"WXGA-1.1GHZ PENT.MOBILE-WXP PRO UK-AZ-40GB-RED

Description en: FLYBOOK-8.9"WXGA-1.1GHZ PENT.MOBILE-WXP PRO UK-AZ-40GB-RED

Description it:

Item group: Notebook Portable

Brand: FLYBOOK Flybook

Margin: ☒ None ☐ PP ☐ SP excl. VAT ☐ SP incl. VAT

Cost price: 2260,00 Unit: STUKS Pieces

Percentage: 12 % VAT: 21 21

SP excl. VAT: 2590,00 SP incl. VAT: 3133,90

Purchase: 600000

Turnover: 700000

Warehouse: MAGVELTEM Stock Veltem-Beisem

Min. Stock: 0 Barcode: Stock location:

Manufacturer PN:

Image: Open Delete Stretch Zoom

Attributes:

<input checked="" type="checkbox"/> Composed	<input checked="" type="checkbox"/> Show	<input checked="" type="checkbox"/> Serial numbers	<input type="checkbox"/> Text field	<input checked="" type="checkbox"/> Price
<input checked="" type="checkbox"/> Sale	<input checked="" type="checkbox"/> Purchase	<input type="checkbox"/> Batch numbers	<input type="checkbox"/> Manual input	<input checked="" type="checkbox"/> Stock
<input checked="" type="checkbox"/> Online	<input type="checkbox"/> No reduction applicable			

Text:

The reference is an internal unique reference, max. 50 characters

The status of the item can be selected from the list:

- Active
- Blocked
- Discontinued
- Inactive
- Future
- Deleted

Description, max. 60 Characters, in 3 languages NL/FR/UK and the 4th language can be defined from the company configurations settings.

*Items can be divided into item groups and subgroups. The groups/subgroups can be found on the 'Main Menu' under 'Item groups'. For every group a default cost and turnover account + margin can be defined.*

Items can be divided in 'Brands' and brands can be found in the 'Main Menu' under 'Brands'.

Sales and purchase prices can be linked together.

Margin	<input checked="" type="radio"/> None	<input type="radio"/> PP	<input type="radio"/> SP excl. VAT	<input type="radio"/> SP incl. VAT
Cost price	<input type="text" value="2260,00"/>		Unit	<input type="text" value="STUKS"/> Pieces
Percentage	<input type="text" value="12"/>		% VAT	<input type="text" value="21"/> 21
SP excl. VAT	<input type="text" value="2590,00"/>		SP incl. VAT	<input type="text" value="3133,90"/>

None : no relation

PP : Margin on the purchase price

SP excl. BTW : Margin on the sales price excl. vat

SP incl. BTW : Margin on the sales price incl. Vat

By selecting a relation and a margin one price will follow the other.

**If you select 'PP' the cost price will be changed at goods reception level.**

Turnover and cost account number will be used when transferring invoices to the accounting software.

Min. Stock qty is the min. level you want to keep in stock. This qty will be used when generating purchase order proposals and the reports 'Items to order' and 'Stock planning'

Barcode: in this field the barcode for this item can be entered. In the sales and Purchase documents **McsCom** will recognize these barcodes automatically.

Warehouse: enter the default warehouse where the item is stored.

Stock location: enter de stock location or multiple locations comma separated, this is the physical location in the warehouse like shelf nr A3...

Manufacturer PN: the code that the manufacturer uses for this item.

The attributes help you define the way this item will act

<b>Attributes</b>				
<input checked="" type="checkbox"/> Composed	<input checked="" type="checkbox"/> Show	<input checked="" type="checkbox"/> Serial numbers	<input type="checkbox"/> Text field	<input checked="" type="checkbox"/> Price
<input checked="" type="checkbox"/> Sale	<input checked="" type="checkbox"/> Purchase	<input type="checkbox"/> Batch numbers	<input type="checkbox"/> Manual input	<input checked="" type="checkbox"/> Stock
<input checked="" type="checkbox"/> Online	<input type="checkbox"/> No reduction applicable			

**Composed :** a composed item, the composition needs to be defined on the tab 'Composition'. For composed items other attributes are of importance:

**Show:** whether or not the items need to be shown on customer printed documents.

**Stock :** whether or not this item needs to be included in stock related reports.

**Price :** whether or not the sales price needs to be used on the sales documents.

**Serial numbers:** activate/deactivate serial number management for this item. All SN related information can be found on the tab 'Serial Numbers'.

**Text:** A text items contains text only.

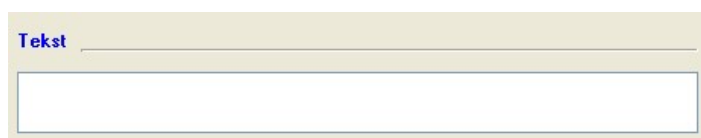
**Sales:** Whether or not you want to sale this item, only items with this attribute active are available when creating sales documents.

**Purchase:** Whether or not you want to purchase this item, only items with this attribute active are available when creating purchase documents.

**On-Line:** will be used later on when the e-shop module will become available.

**No Reduction possible:** exclude this item from all other discount systems.

**Manual Input:** allow the users change the description of the item in sales and purchase documents.

A screenshot of a software interface showing a text input field. The field is labeled 'Tekst' in a small font at the top left. Below the label is a large, empty rectangular box for entering text.

In the text field any type of information can be stored.

Per item a picture can be added.

### 13.2/ Item.Intrastat

In this tab Intrastat information can be stored.

**Intrastat code :** to be selected from the intrastat list, the intrastat list can be found on the 'Main menu' under 'Intrastat'.

A screenshot of a software application window showing the 'Intrastat' tab. The window has a title bar with the text '4-PRHPDESK5800'. Below the title bar, there is a description 'Printer HP DeskJet 5800'. The main area of the window is divided into two sections. The top section contains a horizontal menu with icons and labels: 'Basis', 'Intrastat' (highlighted), 'Extra', 'Aankoop', 'Verkoop', 'Leveranciers', 'Voorraad', 'Prijzen', 'Serienummers', 'Samenstelling', 'Vervangartikels', 'Rma', and 'Historiek'. The bottom section contains three input fields: 'Intrastat' with the value '84722000', 'Netto gewicht' with the value '7,50', and 'Stat. eenheden' with the value '1'. To the right of these fields is a large text area containing the description 'adresseermachines en machines voor het stampen van adresplaten (m.u.v. automatische schrijfmachines, automatische gegevens v'.

### 13.3/ Item.Extra

**4-PRHPDESK5800**  
Printer HP DeskJet 5800

Basis

Intrastat

Extra

Aankoop

Verkoop

Leveranciers

Voorraad

Prijzen

777 Serienummers

Samenstelling

Vervangartikels

Rma

Historiek

Maten

Garantie



12

maanden

Workhall

☒

Pad document



Extra commentaar 1

Extra commentaar 2

Extra commentaar 3

Extra commentaar 4

Extra info

Extra information can be stored here:

Weight: net and gross weight can be used on the packing documents

Sizes: L x W x H – these values can be used on the packing documents

Extra comment fields: free used fields

Additional info: is a free to use field

### 13.4/ Item.Purchase

The purchase history for this item, double clicking on the row will open the document.

### 13.5/ Item.Sales

The sales history for this item, double clicking on the row will open the document.

## 13.6/ Item.Supplier

Multiple suppliers can be defined per item all with there own detailed information. With the toolbar on the left suppliers can be added, deleted or opened.

**2-PRHPDESK5740**  
Printer HP DeskJet 5740

Basis	Intrastat	Extra	Aankoop	Verkoop	<b>Leveranciers</b>	Voorraad	Prijzen	Serienummers	Samenstelling	Vervangartikels	Rma	Historiek	
	Id	Referentie	Naam deel 1	Naam deel 2	Straat	Postcode	Gemeente	Land	Telefoon	Fax	Email	Internet	Rekeningnr.
	5335	GROOT1	Groothandel		Albert II Laan	1030	BRUSSEL 3	Belgium					

For every supplier some information needs to be entered:

- Item code
- Barcode
- Purchase price
- Delivery delay in days
- Transport & Admin cost
- Min. Order qty
- Package qty
- Warranty time
- Repair information

**Basic**

Id:

Item:  DVD+/RW/18x8xDL+48x48x32 - IDE- PLEXTOR PX800A BLACK-WI

Supplier:  BELGACOM

Ref. Item supplier:

Barcode:

Status:

**Purchase**

Purchase Price:

Currency:  Euro

Delay for delivery (days):

Transport cost:

Administration cost:

Min. qty to order:

Quantity per package:

Warranty period (months):

Responsible repairs:

## 13.7/ Item.Stock

This tab gives a real time overview of the stock situation per warehouse, the backorders per customer and per supplier.

*The 1st part gives a total 'Real time' stock amount for every warehouse available in Real Time.  
The first number is the total qty on stock,  
Out Of this qty the 2nd qty has been reserved  
And the 3rd qty has been picked.*

**Basic**

Warehouse	Quantity
Stock Veltem-Beisem	2,00 (0,00; 0,00)

With a right mouse click on the warehouse all details about the warehouse for this item is available:

					In	Out	Reserved	Inventory	Matched	Status		
122473	Aankoop	Delivery	BLF	280	2,00	0,00	0,00	0,00	✓	Enabled		
122495	Sales	Delivery	VZN	280	0,00	3,00	0,00	0,00	✓	Enabled		
122504	Sales	Delivery	VZN	280	0,00	1,00	0,00	0,00	✓	Enabled		
122505	Sales	Delivery	VZN	280	0,00	1,00	0,00	0,00	✓	Enabled		
122538	Sales	Delivery	VZN	280	0,00	1,00	0,00	0,00	✓	Enabled		
122425	Sales	Delivery	VZN	280	0,00	1,00	0,00	0,00	✓	Enabled		
122552	Aankoop	Delivery	BLF	280	10,00	0,00	0,00	0,00	✓	Enabled		
122630	Sales	Delivery	VZN	280975	18/04/2008 14:28:35	18/05/2008	KU LEUVEN RESEARCH & DEVELOPMT	0,00	1,00	0,00	✓	Enabled
122633	Sales	Delivery	VZN	280977	18/04/2008 14:37:55	18/05/2008	KU LEUVEN RESEARCH & DEVELOPMT	0,00	1,00	0,00	✓	Enabled

Search F6  
Next F7  
Stock movements




3 types of stock movements have influence on the stock situation:

Inventory imports – these are shown in the column **'Inventory'**


Items shipped out with a delivery note or directly with an invoice or from a stock movement are shown in the column **'Out'**

Items receipt with a receipt note or from a stock movement are shown in the column **'In'**

The 2nd part contains the customer backorder, double clicking the row will open the document.

Orders customers								
	Id	Journal	Document number	Date	Customer	Item	Quantity	Net price
	123436	ORD	280613	15/05/2008 11:33:05	UNIE VRIJZINNIGE VERENIGINGEN	DVDR_CDRWPX800A	14,00	0,00
	123418	ORD	280604	15/05/2008 08:55:38	Katholieke Universiteit Leuven	DVDR_CDRWPX800A	1,00	0,00

The 3rd part contains the supplier backorders, double clicking the row will open the document.

Orders supplier							
	Id	Journal	Document number	Date	Supplier	Quantity	Net price
	123536	COM	280327	16/05/2008 16:44:50	INGRAM MICRO	2,00	480,95

### 13.8/ Item.Prices

For every item special price agreements can be stored here. Using the toolbar on the left agreements can be added, viewed or deleted.

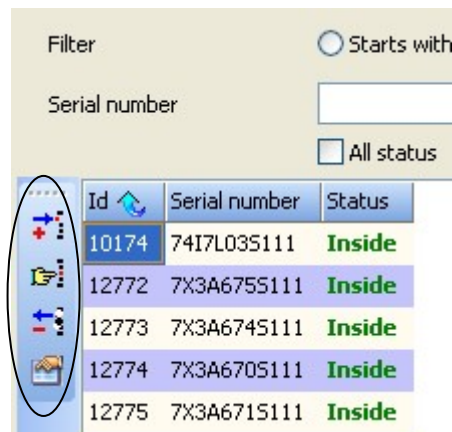
Id	Customer	Customers group	Quantity	Active %	Percentage	Active price	Price	Status
189	MCSC		0	✓	5	52,84	52,84	Enabled

Price (Exclusive)	Discount	Factor
52,84	5,00	0,95

Agreements can be linked to a customer or customer group. Discounts can be linked to quantities. Discounts can be defined in percentages but net prices can be defined also. Start en stop dates can be added.

### 13.9/ Item.Serial number

For every item with the attribute 'Serial number' activated this tab will be available. By default all Serial numbers that are currently in stock are shown here. By activating 'All status' all the Serial numbers will be shown both in and out. With the toolbar on the left it is possible to change SN information. By double clicking on the row all information is shown about the purchase and sales (if available).



### 13.10/ Item.batch number

For every item with the attribute 'Batch number' activated this tab will be available. By default all Batch numbers that are currently in stock are shown here. By activating 'All status' all the Batch numbers will be shown both in and out. With the toolbar on the left it is possible to change Batch information. By double clicking on the row all information is shown about the purchase and sales (if available).

#### Item: 86-PAPLASA42500

Paper A4 80Gr 2500 pages

Basic Intrastat Additional Purchase Sale Suppliers Stock Prices Serial numbers **Batch numbers** Composition Replacing items History Files Job triggers

Filter ☐ Starts with ☒ Contains Search Additional

Batch number

Production date 11/07/2008 to 11/07/2008

Due date 11/07/2008 to 11/07/2008

Relation

☐ All status

### Batch numbers

#	Id	Batch number	Production date	Due date	Stock	Received quantity	Delivered	Manual corrections	Reserved	Picked	Available stock	Information	Created on	Created by	Last updated on	Last updated by
1	123456		01/06/2008 00:00:00	11/07/2009 00:00:00	40,00	50,00	10,00	0,00	0,00	0,00	40,00		11/07/2008 14:26:20	Marcel	11/07/2008 14:26:20	Marcel

### 13.11/ Item.Composition

For every item with the attribute 'Composition' activated this tab will be available. Using the toolbar on the left sub items can added, removed and opened.

**Quantity (Assembly)**

Max. Produceable assemblies **0.00**  
 Cost price **0.00**  
 Sales Price **0.00**  
 Margin **0.00 %**

Filter ☐ Starts with ☒ Contains Search

☐ All status

Id	Sequence	Reference	Name	Quantity	Stock	Show	Price	Status
1437	1	RT_PC	RECYCLAGE TAKS PC	1	✓	✓		Enabled
1438	2	CASP5_BG01BBSL	CASE MEDIUM TOWER BLACK ATX + PS350W	1	✓	✓		Enabled
1449	3	MBGAX48-DQ6	GA-X48-DQ6 5775 X48 ATX DDR2 SMD+2GLN+1394 FSB1600 SATA2R	1	✓	✓		Enabled
1444	4	CPUCORE2QUADQ6600	CPU INTEL CORE 2 QUAD-2.4 Ghz-775 SOCKET FSB1066 L2 8MB BOX	1	✓	✓		Enabled
1439	5	RAMDDR2800_1GB	DDR2-800 DUAL CHANNEL RAM 1GB	2	✓	✓		Enabled
1447	6	HDSEAST3400620N5	SEAGATE BARRACUDA 5-ATAII HARDDISK 400GB 16MB 7200RPM 3GB/5	1	✓	✓		Enabled
1446	7	VGAGVNX86GT256H	GEFORCE PCI-E ADAPTOR - GEFORCE 8600 GT -256MB RAM	1	✓	✓		Enabled
1440	9	DVDR_CDRWPX800A	DVD+/-RW/18x8xDL+48x48x32 - IDE- PLEXTOR PX800A BLACK-WHITE	1	✓	✓		Enabled
1441	10	KBLOGMED600_BE	LOGITECH MEDIA 600 KEYBOARD BE BLACK	1	✓	✓		Enabled
1442	11	MSLOGRX250	LOGITECH OEMRX250 Optical Mouse Black	1	✓	✓		Enabled
1443	12	MOUSEPADMCSCHW	MOUSEPAD MCSC HW	1	✓	✓		Enabled
1448	13	SOWINWISTABUS32_UK	WINDOWS VISTA BUSINESS 32BIT OEM - UK - DVD	1	✓	✓		Enabled

A composed items exists of one or more sub items, every sub items needs to be an item in the stock items. For every sub item some rules need to be defined :

Id

Sequence

Item  RECYCLAGE TAKS PC

Quantity

Status

**Attributes**

☒ Visible on document  
☐ Update stock  
☒ Show price on document

A sequence number for the visibility

The reference of the sub item

The qty used of this sub item

The attributes:

‘Visible on document’ whether or not to print the sub item on the sales documents

‘Show price on document’ whether or not to add the sales price to the sales document

### 13.12/ Item.Part of

When an item is part of one or more compositions this tab ‘Part of’ becomes available. Here you can see what compositions this item takes part of and from here this item can be replaced by another item in ALL compositions at once.

#### Item: 75-CPUDUO2E6600

CPU CORE 2 DUO E6600 - 2.4Ghz

Basic Intrastat Additional Purchase Sale Suppliers Stock Prices Serial numbers Batch numbers Composition **Part of** Replacing items History Files Job triggers

Replace this article in all compositions by

Item

Filter ☐ Starts with ☒ Contains Search

☐ All status

Part of

Id	Sequence	Reference	Name	Quantity	Stock	Show	Price	Status
49	2	PCTYPEBC	PC MCSC Core 2 Duo E6600 2.4GHZ/2GB/DVD +-RW/300GB S-ATA VB	1	✓	✓		Enabled

### 13.13/ Item.Replacing items

For every item one or more replacements can be defined.

### 13.14/ Item.History

Full history for the item. Filtering can be done by customer, supplier and period. Double clicking on the row will show the document.

Basic	Intrastat	Additional	Purchase	Sale	Suppliers	Stock	Prices	Serial numbers	Batch numbers	Composition	Replacing items	History	Files	Job triggers
Filter	<input type="radio"/> Starts with <input checked="" type="radio"/> Contains Search <input type="button" value="Reset"/> <input type="button" value="Next"/> <input type="button" value="All"/> 250 Rows													
Relation														
Date	<input type="text" value="16/05/2008"/> to <input type="text" value="16/05/2008"/>													
Due date	<input type="text" value="16/05/2008"/> to <input type="text" value="16/05/2008"/>													
Journals	[1 Sales,2 Deliveries,3 Customers Orders,4 Customers Quotations,5 Suppliers Orders,6 Ontvangsten Leveranciers,7 Stock mouvements,8 Inven <input type="button" value="Check all"/> <input type="button" value="Uncheck all"/>													
Id	Type	Kind	Journal	Document number	Date	Due date	Relation	Quantity	In	Out	Reserved	Invoiced	Inventory	Matched
123531	Sales	Invoice	GAR	280047	16/05/2008 16:00:43	31/07/2008	NEXTIRAONE NV-SA	2,00	0,00	0,00	0,00	2,00	0,00	
123531	Sales	Invoice	GAR	280047	16/05/2008 16:00:43	31/07/2008	NEXTIRAONE NV-SA	1,00	0,00	0,00	0,00	1,00	0,00	

### 13.15/ Item.Files

Files can be attached to every Item.

With the toolbar on the left files can be added, deleted, opened (also by double clicking on the row) or saved from the database to a local disk.

### 13.16/ Item.Job Triggers

By activating a job trigger a job can be generated every time this item hits a certain trigger like 'get delivered', this feature can be use full for generating maintenance jobs when selling an item.

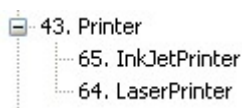
## 14/Item groups

Item groups can be added and maintained here. Item groups can be divided in subgroups and these again in subgroups etc.

The screenshot shows the 'Basic' tab of the Item Group configuration interface. It contains several sections: 'Basic' with fields for Id (64), Code (LaserPrinter), Description in multiple languages, Parent item group (Printer), and Status (Active); 'Financial' with fields for Purchase account (600000), Sales account (700000), and Margin (0,00%); 'Barcode' with an 'Auto create barcode' checkbox and 'Last used number' (-1) and 'Next number' (0) fields; and 'Additional' with an 'Image' field and buttons for Open, Delete, Stretch, and Zoom. A note states: 'The article group code may not contain a slash (/)'.

*The parent item group is the group where of this group will be a subgroup.*

*On the left of the screen you can see the group/subgroup tree.*



## 15/Brands

Brands can be added and maintained here.

## 16/Warehouses

Warehouses can be added and maintained here.

## **17/ Exercise 3**

Please create the following item :

PCP430

PC MCSC CORE2DUO 2.0Ghz/400GB/2GB/DVD

Item group = PC

Sales price excl. Btw = 1000 Euro

Turnover account = 700000

Cost account = 600000

Min. stock = 10

Barcode = 987654321

Warehouse : Belgium

Stock Location= B2

VAT = 21%

This a composed item with serial number that we sale and purchase and keep in stock

The customer MCSC gets 2% discount when buying 5 at the time 5% when buying 10 pieces.

The item composition:

1 x CPUCORE2DUO20

2 x RAMDDR31GB

1 x DVD

1 x PCCASE

1 x HD400GB

All sub items need to be visible on the printouts and all our stock items, the sales price comes from the composed item not from the sub items.



## 18/Stock movements

From the program item 'Stock movements' in the 'Main menu' stock corrections can be entered. Every correction will be stored with a document number, date and comment. Select the item from the item list and select the warehouse. The current stock amount will be shown and the correction can be entered. For serial number and bath number items the serial or batch number needs to be entered or selected.

Basic		Files	
Journal	BEW   Stock mouvements		
Document number	280038		
Date/Hour	17/05/2008  11:07:56 		
Comment	correction		

	Reference 	Description	Warehouse	Current quantity	Modify quantity	New quantity	Unit price	Serial numbers	Batch numbers
	DVDR_CDRWPX8105A	DVD+/-RW/18x8xDL+48x48x32 -SATA- PLEXTOR PX8105A BLACK-WHITE	MAGVELTEM	2,00	-1	1,00	47,37		
2									

## **19/Package types**

Package types can be added and maintained here.

## **20/Intrastat**

Intrastat codes, types and transportations can be added and maintained here.

## **21/General accounts**

General accounts can be added and maintained here.

## **22/VAT codes**

VAT Codes can be added and maintained here.

## **23/Journals**

For every type of document at least 1 journal needs to be created with the following information:

Code : journal code

Description: in 3 languages

Type : type of journal

Number : sequence number for the documents

Default layout : default layout

Supervisor : user to view the alerts

## **24/Departements**

Departments can be added and maintained here.

## **25/Functions**

Functions can be added and maintained here.

## **26/Countries**

Countries can be added and maintained here.

## **27/Zip codes**

Zip codes can be added and maintained here.

## **28/Currencies**

Currencies can be added and maintained here.

## **29/Languages**

Languages can be added and maintained here.

## 30/Cost unit

Cost units can be added and maintained here.

## 31/Cost Center

Cost centres can be added and maintained here.

## 32/Projects

### 32.1/ Projects.basic

From the program item 'Projects' in the 'Main menu' projects can be managed. From a project purchases, sales and jobs can be linked together resulting in a cost-profit analyses.

For every project some information need to be entered:

Name for the project

Description in 3 languages

Customer reference and contact person

Type of billing

Start and end date

Information field.

### 32.2/ Projects.Human resources

Human resources involved in this project  
Need to be added here.

### PROJECT 1

Project

Basis	Human resources	Bestanden	Aankopen	Verkopen	Jobs	Analyse
-------	-----------------	-----------	----------	----------	------	---------

Id

Naam

Omschrijving nl

Omschrijving fr

Omschrijving en

Contact

Contactpersoon

Af rekeningstype

Aanvangsdatum

Vervaldatum

Informatie

1

PROJECT 1

Project 1

Project 1

Project 1

MCSC

Waeyenbergh Marcel

MAANDFACT

18/02/2007

31/12/2007

Project

10:34:53

23:59:59

MCSC

marcel.waeyenbergh@mcsc.be

Maandelijkse deelfacturen

### PROJECT 1

Project

Basis	Human resources	Bestanden	Aankopen	Verkopen	Jobs	Analyse
-------	-----------------	-----------	----------	----------	------	---------

Filter

Medewerker

Bevat

Alle statussen

Zoeken

Id	Project	Human resource	Functie	Informatie	Aangemaakt op	Aangemaakt door
1	PROJECT 1	T1			18/02/2007 10:37:47	Marcel
2	PROJECT 1	T2			18/02/2007 10:37:57	Marcel

### 32.3/ Projects.Files

Files can be added to the project

**PROJECT 1**  
Project

Basis Human resources **Bestanden** Aankopen Verkoppen Jobs Analyse

Filter Begin met ☐ Bevat ☒ Zoeken Extra

Naam

Type

Eigenaar

☐ Alle statussen

Bevat

Id	Naam	Laatst gewijzigd (bestand)	Type	Eigenaar	Bestands grootte
135	Project 1 specificaties.pdf	24/01/2007 13:41:32	PDF	Marcel	85,813 KB

### 32.4/ Projects.Purchases

This tab shows all the purchase documents linked to this project. New documents can be created from here with the toolbar on the left.

**PROJECT 1**  
Project

Basis Human resources Bestanden **Aankopen** Verkoppen Jobs Analyse

Filter Begin met ☐ Bevat ☒ Zoeken

Datum  t/m

Vervaldatum  t/m

Dagboeken [1 Verkoppen, 2 Leveringen, 3 Bestellingen Klanten, 4 Offertes Klanten, 5 Bestellingen Leveranciers, 6 Ontvangsten Leveranciers, 9 Bijwerkingscontracten Cubic klanten, 10 Herstellingen, 1:

Id	Type	Soort	Dagboek	Document nummer	Datum	Vervaldatum	Totaal	Koers	Totaal	Status	Afgesloten	Betaald	Saldo
390	Aankoop	Leverir	BLF	250040	18/02/2007 11:18:42	20/03/2007	363	1	363,00	Ingeschakeld		0,00	363,00
389	Aankoop	Order	COM	250029	18/02/2007 11:16:31	18/02/2007	363	1	363,00	Ingeschakeld		0,00	363,00

### 32.5/ Projects.Sales

This tab shows all the sales document linked to this project. New documents can be created from here with the toolbar on the left.

**PROJECT 1**  
Project

Basis Human resources Bestanden Aankopen **Verkoppen** Jobs Analyse

Filter Begin met ☐ Bevat ☒ Zoeken

Datum  t/m

Vervaldatum  t/m

Dagboeken [1 Verkoppen, 2 Leveringen, 3 Bestellingen Klanten, 4 Offertes Klanten, 5 Bestellingen Leveranciers, 6 Ontvangsten Leveranciers, 9 Bijwerkingscontracten Cubic klanten, 10 Herstellingen, 1:

Id	Type	Soort	Dagboek	Document nummer	Datum	Vervaldatum	Totaal	Koers	Totaal	Status	Afgesloten	Betaald	Saldo
392	Verkoop	Leverir	VZN	250069	18/02/2007 11:36:18	20/03/2007	579,05	1	1579,05	Ingeschakeld		0,00	1579,05
391	Verkoop	Order	ORD	250062	18/02/2007 11:34:40	20/03/2007	579,05	1	1579,05	Ingeschakeld		0,00	1579,05

## 32.6/ Projects.Jobs

This tab shows all the Jobs linked to this project. New Jobs can be created from here with the toolbar on the left.

**PROJECT 1**  
Project

Basis Human resources Bestanden Aankopen Verkoop **Jobs** Analyse

Filter Begint met ☐ Bevat ☒ Zoeken

Type

Dagboek [18 CALL IN,19 CALL OUT,20 VISIT,21 Klachten,23 Contract,26 Productie]

Categorie

Datum  t/m

Vervaldatum  t/m

☐ Alle statussen

	Id	Type	Dagboek	Document nummer	Categorie	Prioriteit	Eigenaar	Ref. relatie	Relatie	Contactpersoon	Vertegenwoordiger	Datum	Vervaldatum
	25	Productie	PRO	270001	TECHNISCH	Normaal	Marcel	MCSC	MCSC	Waeyenbergh Marcel	MARCEL	18/02/2007 11:47:36	21/02/2007 11:47:36

Rij 1/1

**Informatie**

Productie  
< 18/02/2007 11:47:36 - Marcel >  
Productie PC's

Legende

### 32.7/ Projects.Analysis

The analysis screen gives a cost-profit analysis for the project

Basic	Budget	HR	Files	Purchases	Sales	Jobs	Analyse
<b>Balance</b>		<b>Purchases</b>		<b>Sales</b>			
		<b>Materials</b>	<b>Services</b>	<b>Materials</b>	<b>Services</b>		
<b>Budget</b>		0,00	0,00	0,00	26000,00		
<b>Ordered</b>		0,00		0,00			
<b>Delivered</b>		0,00	10980,98	0,00	20086,20		
<b>Invoiced</b>		0,00	0,00	0,00	0,00		
<b>Total</b>		<b>0,00</b>	<b>10980,98</b>	<b>0,00</b>	<b>20086,20</b>		
<b>Budget %</b>		<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>77,25</b>		
		<b>10980,98</b>		<b>20086,20</b>			
<b>Result</b>					<b>+9105,22</b>		

By moving the mouse over the amounts the details will be shown and double clicking on the detail the document will be opened.

### 33/Layouts

Languages can be added and maintained here.



## 34/Purchases

Via the 'Purchases' in the 'Main Menu' you can manage your purchases.

Starting this menu item you will see a selection screen that helps you finding the correct document. You can filter by supplier reference, supplier name, external document reference (the reference that the supplier uses for this document), document number, journal, date, due date, type of document and document status. By default all current documents are shown here.

Id	Kind	Journal	Document number	Date document	Due date	Relation	Reference	Discount	Total amount	Currency	Course	Transport cost
90338	Order	Suppliers Orders	260162	13/12/2007 10:58:32	21/12/2007	MICRO COMPUTER SERVICE CENTER		0,00	1244,78	EUR	1,00	0,00
90337	Order	Suppliers Orders	260161	13/12/2007 10:56:08	13/12/2007	MICRO COMPUTER SERVICE CENTER		0,00	4082,58	EUR	1,00	0,00
90325	Order	Suppliers Orders	260156	12/12/2007 19:07:26	20/12/2007	MICRO COMPUTER SERVICE CENTER		0,00	0,00	EUR	1,00	0,00
90232	Order	Suppliers Orders	260136	21/09/2007 15:32:46	29/09/2007	MICRO COMPUTER SERVICE CENTER		0,00	101,59	EUR	1,00	0,00

### 34.1/ Basic

Create a new document, any type (Price Request/Order/Reception/Invoice/Credit note by clicking on the 'New' button.

Kind

0 Quotation

1 Order

2 Receipt

3 Invoice

4 Credit note

For every type of document there is at least one journal. Every document automatically gets the next sequential number. Be aware that the sequence will be broken when a documents gets deleted so please avoid doing that.



1 Order


Journal

COM

260171

After selecting the type and journal the following fields need to be completed in the header of the document :



- Reference of this document for the supplier(supplier delivery note or invoice nr)
- Date of the document + hour (current date/time will be proposed) the button  freezes the date during this session.
- Supplier : select the supplier from the supplier list or create a new one with the  and then click on 'New'

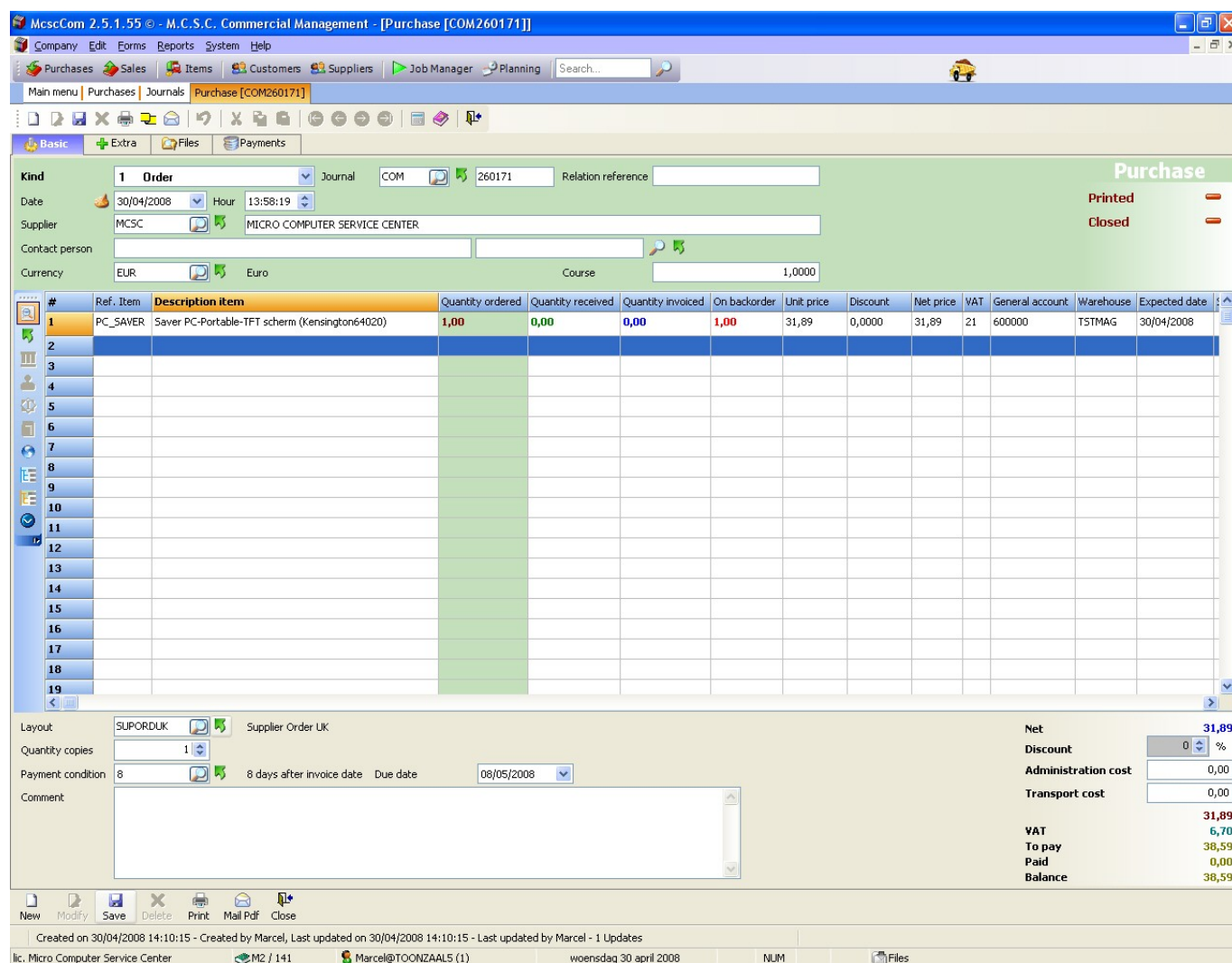
- Contact person : a contact person can be selected from the list of contact persons at the supplier or create a new one with the  and then click on 'New'
- Currency and Exchange rate

After completing the header it is time to fill in the document details.

You can personalize the columns on the screen the way you prefer, this has no influence on the printed document. The rows in the document however will be printed as you see them on the screen.

Lines can be added in 3 ways :

- Select a stock item from the item list using the internal item reference or by clicking on the  button you can select the item using the description. A new item can be added using the  button and then click on 'New'
- Select a stock item with the Barcode
- Type in a description without selecting an item.



The screenshot displays the 'Purchase [COM260171]' form in the McscCom 2.5.1.55 application. The interface includes a menu bar (Company, Edit, Forms, Reports, System, Help), a toolbar with icons for various functions, and a main data entry area. The 'Purchase' header section contains fields for 'Kind' (set to 1 Order), 'Date' (30/04/2008), 'Supplier' (MCSC), 'Contact person', 'Currency' (EUR), and 'Course' (1,0000). Below this is a table with columns for item details: #, Ref. Item, Description item, Quantity ordered, Quantity received, Quantity invoiced, On backorder, Unit price, Discount, Net price, VAT, General account, Warehouse, and Expected date. The first row shows item 1, 'PC\_SAVER', with a description 'Saver PC-Portable-TFT scherm (Kensington64020)', ordered quantity of 1,00, and an expected date of 30/04/2008. At the bottom, there is a 'Layout' section with 'SUPORDUK' and 'Supplier Order UK', a 'Payment condition' of 8 (8 days after invoice date), and a 'Due date' of 08/05/2008. A summary table on the right shows financial totals: Net (31,89), Discount (0,00), Administration cost (0,00), Transport cost (0,00), VAT (6,70), To pay (38,59), Paid (0,00), and Balance (38,59). The status bar at the very bottom indicates the user is 'Marcel@TOONZAALS (1)' and the date is 'woensdag 30 april 2008'.

When selecting a stock item all information like description, price, warehouse, vat, etc... is filled in into the grid but the user can change most of the fields. The description can be changed if the items attribute 'manual input' is switched on, otherwise it is not possible to change the description.

'Quantity ordered', 'Quantity delivered', 'Quantity invoiced' are changeable according the type of document:

'Quantity ordered' can be changed on a quotation and order  
 'Quantity delivered' can be changed on a delivery note  
 'Quantity invoiced' can be changed on an invoice

Every type of document has a different colour, the same colour is shown in the qty column

Qty delivered will change the stock amount

The proposed unit price comes from the item and pricing rules and can be changed by the user.

The proposed discount comes from the pricing rules and supplier,  
 Up to 3 discounts can be activated  
 unit price –discount1 –discount2 –discount3

Unit price	Discount	Discount 2	Discount 3	Net price
100,00	30,0000	10,0000	2,0000	61,74

'Net price' is the result from the 'unit price' – 'discount', 'subtotal' = 'net price' \* 'quantity ordered' or 'quantity delivered' or 'quantity invoiced' according the type of document.

'vat code' comes from the item but can be overruled by the suppliers file, *the priority is defined in the company/configuration/various/priority rule VAT*

'General account' comes from the item file but can be overruled by the suppliers file, *the priority is defined in the company/configuration/various/priority rule ACCOUNT*

'Warehouse' comes from the item file

'Expected date' is the due date for an order i.e. when do you expect to receive the goods, this due date can generate an alert to the person responsible for the suppliers orders. Default this date is set to the current date, if you change this date, the new date will be proposed on the next rows added below.

For serial number items serial numbers need to be added at the reception of the goods.

**McscCom** compares the qty of items received with the amount of serial numbers entered and warns the user in case of a difference.

For batch number items batch numbers need to be added at the reception of the goods.

*In addition to the batch number  
 You can add production data and  
 Due date*

After completing the document detail rows, the document footer needs to be completed:

The layout of the document

The quantity copies

The payment conditions: default according the suppliers file

Comment: extra comments can be added here

<b>Net</b>	<b>5485,30</b>
<b>Discount</b>	0 %
<b>Administration cost</b>	0,00
<b>Transport cost</b>	0,00
	<b>5485,30</b>
<b>VAT</b>	<b>1151,91</b>
<b>To pay</b>	<b>6637,21</b>
<b>Paid</b>	<b>0,00</b>
<b>Balance</b>	<b>6637,21</b>

### 34.2/ Additional

Next to the 'basic' tab you can find the tab 'Additional' containing the following information:

Representative: please select the person responsible for this document

Memo field

Intrastat information related to this document

Source country

Destination country

Area

Way of transport

Type

Basic	Extra	Files	Payments
Representative		MARCEL	Marcel Waeyenbergh
Memo			
<b>Intrastat</b>			
Source country	BE	Belgium	
Country of destination	GB	United Kingdom	
Intrastat area			
Intrastat way of transport	3	ROAD	
Intrastat type			

Via de linked documents all links between this document and other are shown, you can double click on the document to view that document.

Id	Soort	Dagboek	Docnr.	Datum
87553	order	COM	250213	25/04/2005 14:48:28

### 34.3 Files

Via the tab 'Files' you can add documents like a digital copy of the supplier invoice.

Filter	<input type="radio"/> Starts with	<input checked="" type="radio"/> Contains	Search	Additional				
Name								
Type								
Owner								
	<input type="checkbox"/> All status							
Contains								
Id	Type main document	Id main document	Name main document	Name	Last modified file	Type	Owner	File size
2567	History (Aankoop)	90433	BLF260212	Invoice nr 123654.pdf	08/04/2008 15:11:24	PDF	Marcel	164,059 KB

## 34.4 Payments

In case you pre paid the order or invoice you can add the amount in this tab.

Id	Relation reference	Name part 1	Name part 2	Currency	Course	Amount	Paid
402	MCSC	MICRO COMPUTER SERVICE CENTER		EUR	1,00	6637,21	150,00

## 34.5/ Convert Purchase documents

Using the right mouse click on one of the purchase documents an additional menu pops-up. This menu allows you to convert a document into a higher level type of document.

Id	Kind	Journal	Document number	D
90338	Order	Suppliers Orders	260162	1
90337	Order	Suppliers Orders	260161	1
90325	Order	Suppliers Orders	260156	1
90232	Order	Suppliers Orders	260136	2

According to the type of document selected the menu will change:

A 'Quotation' can be converted into an 'Order'  
Multiple 'Quotations' can be grouped into one 'Order'

An 'Order' can be converted into a 'Receipt note'  
Multiple 'Orders' can be grouped into one 'Receipt note'

A 'Receipt note' can be converted into a 'Purchase Invoice'  
Multiple 'receipt notes' can be converted into one 'Purchase Invoice'

A 'Purchase Invoice' can be converted into a 'Credit note'  
Multiple 'Purchase Invoices' can be converted into one 'Credit note'

## Select multiple documents using Shift or Ctrl key

*Every document can be copied into a new document of the same type.*

### 35/Purchase Proposal

Via the 'Purchase Proposal' in the 'Main Menu' orders can be semi-automated.

**McscCom** can create a purchase order according a number of selections made by the user:

- 1 warehouse or all warehouses by leaving this field empty
- For all items or 1, group or brand
- Only active items or all status
- Fill the stock up to the min. qty level or not
- Only items that have the attribute 'stock' switched on or all items
- Only items that have the attribute 'purchase' switched on or all items

Warehouse: MAGVELTEM Stock Veltem-Beisem

Items:

- ☒ All items
- ☐ Item
- ☐ Group
- ☐ Brand

Options:

- ☒ Active items only
- ☐ Take min. Qty in account
- ☒ Stock items (Count stock)
- ☒ Purchase articles

Priority:

- ☒ By suppliers sequence
- ☐ On stock with best price
- ☐ Best price

Buttons: Propose, Online check, Check now

Status bar: Journal COM, Open, Print, Different price, Different supplier, New art. supplier, Eol, 0,00

Click on 'Propose' to start the calculation



**McscCom** will prepare a purchase proposal according the selection made by the user : min stock qty if selected, Customers Backorders, Suppliers Backorders and the ordering information indicated in the preferred supplier file : minimum order qty and packing qty.

Qty and prices can be modified.

By dragging a row from one supplier to another an item can be ordered at another supplier, rows can be deleted or added.

Coloured fields show possible problems

Different price
Different supplier
New art. supplier
Eol

Propose <input type="checkbox"/> Online check <input type="button" value="Check now"/>															3 Items/2 Suppliers			
#	Select	Supplier	Ref. Item	Description	Manufacturer PN	Ref. art. suppl.	Group	Brand	Stock	Min. Stock	Customers	Suppl.	Balance	To order	Price	Min	Subtotal	Warehouse
1	<input checked="" type="checkbox"/>	GROOT1		Groothandel										11,00			660,00	
1	<input checked="" type="checkbox"/>	GROOT1	HDMA*6V300F0	Harddisk Maxtor 300GB S-ATA 7200RPM 8MB	6V300M0	MAXTOR/6L200M0	Hard Disk	MAXTOR	1,00	10,00	-2,00	0,00	-11,00	11,00	60,00		660,00	MAGVELTEM
2	<input checked="" type="checkbox"/>	GROOT2		Groothandel 2										2,00			1650,00	
1	<input checked="" type="checkbox"/>	GROOT2	CPUDU02E6600	CPU CORE 2 DU0 E6600 - 2.4Ghz		BX1234	Processor	INTEL	11,00	10,00	-2,00	0,00	-1,00	1,00	150,00		150,00	MAGVELTEM
2	<input checked="" type="checkbox"/>	GROOT2	FLYBOOK	Flybook A33i		213546	Notebook	FLYBOOK	-1,00	0,00	0,00	0,00	-1,00	1,00	1500,00		1500,00	MAGVELTEM



- Add an extra item
- Open the item file
- Delete an item
- Search an item by item code or description
- Online check (if available)
- Export list to Excel
- Print the list
- Preview the list

When everything is ready to order pleas push the order button to generate the orders, they can be printed or opened for further control or to send the orders one by one by e-mail.

☒ Open
 ☐ Print



## 36/Sales

Via the 'Sales' in the 'Main Menu' you can manage your sales.

Starting this menu item you will see a selection screen that helps you finding the correct document. You can filter by customer reference, customer name, external document reference (the reference that the customer uses for this document), document number, journal, date, due date, type of document and document status. By default all current documents are shown here.

Id	Kind	Journal	Document number	Date document	Due date	Relation	Reference	Discount	Total amount	Currency	Course	Payment condition
90435	Order	Customers Orders	27000015	30/04/2008 15:05:25	30/04/2008	Micro Computer Service Center		0,00	7423,46	EUR	1,00	8 days after invoice date
90434	Order	Customers Orders	27000014	30/04/2008 15:00:47	08/05/2008	Micro Computer Service Center	P.O : 123558	0,00	7423,46	EUR	1,00	8 days after invoice date

### 36.1/ Basic

Create a new document, any type (Quotation/Order/Delivery/Invoice/Credit note by clicking on the 'New' button.



Kind	Value
Kind	Order
Date	
Currency	
Customer	
Contact person	

For every type of document there is at least one journal. Every document automatically gets the next sequential number. Be aware that the sequence will be broken when a documents gets deleted so please avoid doing that.

Kind	Journal	Document number
1 Order	ORD	27000016

After selecting the type and journal the following fields need to be completed in the header of the document :

- Reference of this document for the customer(customer po number)
- Date of the document + hour (current date/time will be proposed) the button  freezes the date during this session.

- Customer : select the customer from the customer list or create a new one with the  and then click on 'New'
- Contact person : a contact person can be selected from the list of contact persons at the customer or create a new one with the  and then click on 'New'
- Currency and Exchange rate

For every document 3 addresses need to be entered :

- Order address
- Delivery address
- Invoice address

Ordered by	Deliver to	Invoice to
Micro Computer Service Center BRUSSELESTEENWEG 386 3020 VELTEM-BEISEM Belgium	FAR FAR-AWAY 3020 HERENT Belgium	Micro Computer Service Center Waeyenbergh Marcel BRUSSELESTEENWEG 386 3020 VELTEM-BEISEM Belgium

By default these 3 addresses will be equal to the main address unless another address has been set to be the default address. With the first button above the address another address can be selected.

De green arrow  will open the address.

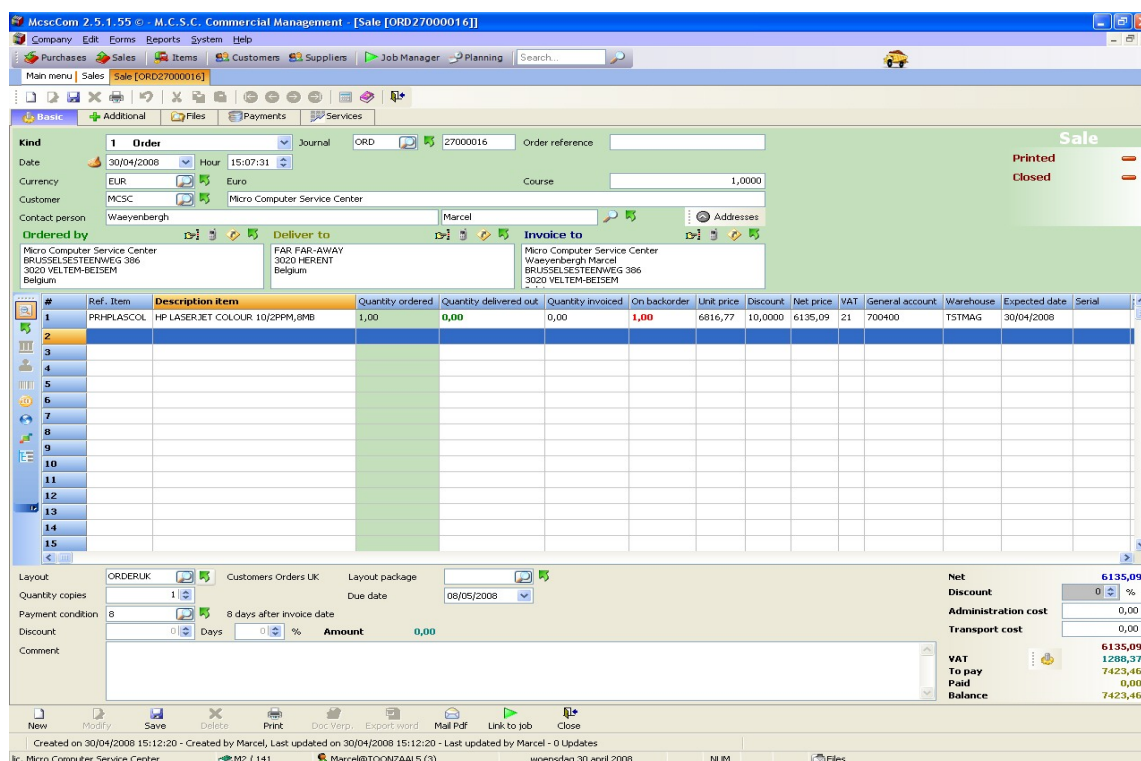
De button  will open Google maps with the address.

After completing the header it is time to fill in the document details.

You can personalize the columns on the screen the way you prefer, this has no influence on the printed document. The rows in the document however will be printed as you see them on the screen.

Lines can be added in 3 ways :

- Select a stock item from the item list using the internal item reference or by clicking on the button you can select the item using the description. A new item can be added using the button and then click on 'New'
- Select a stock item with the Barcode
- Type in a description without selecting an item.



**Kind:** 1 Order  
**Date:** 30/04/2008  
**Currency:** EUR  
**Customer:** MCSC  
**Contact person:** Waeyenbergh Marcel  
**Ordered by:** Micro Computer Service Center  
**Deliver to:** FAR FAR-AWAY  
**Invoice to:** Micro Computer Service Center  
**Table:**

#	Ref.	Item	Description	Quantity ordered	Quantity delivered out	Quantity invoiced	On backorder	Unit price	Discount	Net price	VAT	General account	Warehouse	Expected date	Serial
1	PHPLASCOL	HP LASERJET COLOUR 10/2PPM,8MB	1,00	0,00	0,00	1,00	6816,77	10,000	6135,09	21	700400	TSTMAAG	30/04/2008		

**Summary:**  
**Net:** 6135,09  
**Discount:** 0,00  
**Administration cost:** 0,00  
**Transport cost:** 0,00  
**VAT:** 1288,37  
**To pay:** 7423,46  
**Paid:** 0,00  
**Balance:** 7423,46

When selecting a stock item all information like description, price, warehouse, vat, etc... is filled in into the grid but the user can change most of the fields. The description can be changed if the items attribute 'manual input' is switched on, otherwise it is not possible to change the description.

'Quantity ordered', 'Quantity delivered', 'Quantity invoiced' are changeable according the type of document:

- 'Quantity ordered' can be changed on a quotation
- 'Quantity ordered' and '*quantity reserved*' can be changed on an order
- When an order gets picked the 'quantity picked' can be changed*
- 'Quantity delivered' can be changed on a delivery note
- 'Quantity invoiced' can be changed on an invoice

Every type of document has a different colour, the same colour is shown in the qty column

Qty delivered will change the stock amount

The proposed unit price comes from the item and pricing rules and can be changed by the user.

The proposed discount comes from the pricing rules and the customer,  
Up to 3 discounts can be activated  
unit price –discount1 –discount2 –discount3

Unit price	Discount	Discount 2	Discount 3	Net price
100,00	30,0000	10,0000	2,0000	61,74

'Net price' is the result from the 'unit price' – 'discount', 'subtotal' = 'net price' \* 'quantity ordered' or 'quantity delivered' or 'quantity invoiced' according the type of document.

'vat code' comes from the item but will be overruled by the customers file, *the priority is defined in the company/configuration/various/priority rule VAT*

'General account' comes from the item file but will be overruled by the customers file, *the priority is defined in the company/configuration/various/priority rule ACCOUNT*

'Warehouse' comes from the item file

'Expected date' is the due date for an order i.e. when do you expect to deliver the goods, this due date can generate an alert to the person responsible for the customers orders. Default this date is set to the current date, if you change this date, the new date will be proposed on the next rows added below.

For serial number items serial numbers need to be added at the delivery of the goods.

**McscCom** compares the qty of items on the delivery note with the amount of serial numbers selected and warns the user in case of a difference.

Serial numbers [Printer HP DeskJet 6940]

Available serials		Serials sales
10	>	1
12		11
13		
14		
2	<	
3		
4		
5		
6	>>	
7		
76542987		
8		
9	<<	

Quantity to deliver 2,00  
Total 2,00  
Difference 0,00

Ok Cancel

For batch number items batch numbers need to be added at the delivery of the goods.

**McscCom** compares the qty of items on the delivery note with the qty selected using the batch number(s) and warns the user in case of a difference.

**McscCom** will work out the best Selection of batches according Due date when clicking on 'Propose' With or without using multiple Batches.

To the left of the grid you will find some buttons with extra functions :



Open the item file for the item on the selected row



Show the history (last 10 documents) of the item on the selected row for this customer



Show the stock situation now and in the future



Create shipping packages (for delivery notes only) (\*)



Show the packaging details (for delivery notes only) (\*)

(\*) see packaging details chapter 34.6

After completing the document detail rows, the document footer needs to be completed:

The layout of the document

The quantity copies

The payment conditions: default according the customer file

Comment: extra comments can be added here

In the Discount field a global additional discount



Can be added and the (\*) button can be used to Re-calculate the discount for this customer



**BE AWARE THAT ALL PRICES ON ALL ROWS IN THIS DOCUMENT WILL BE RE-CALCULATED AT ONCE**

(\*) the button needs to be activated via company/configuration/various/'allow reduction recalculation'

Pre payments will be visible as the amount Paid and with the balance.



The button VAT can be used to change the VAT in ALL rows for this document.

Net		201,84
Discount		0 %
Administration cost		0,00
Transport cost		0,00
VAT		201,84
To pay		42,39
Paid		0,00
Balance		244,23



Using the toolbar at the bottom of the screen you can create a new document, modify the open document, save the changes, delete the document, print the document (\*), print the packing documents, export the document to Ms-Word (\*\*), E-mail the document, Create a Job and link it to this document and Close the document.

*when printing or e-mailing a document it is possible to temporally select a different layout.*

(\*) printing will also save the document

(\*\*) To use the export to Ms-Word an optional .DOT file needs to be loaded.

## 36.2/ Additional

Next to the 'basic' tab you can find the tab 'Additional' containing the following information:

Representative: please select the person responsible for this document

Memo field

Intrastat information related to this document

Source country

Destination country

Area

Way of transport

Type

Via de linked documents all links between this document and other are shown, you can double click on the document to view that document.

	Id	Soort	Dagboek	Docnr.	Datum
	87553	order	COM	250213	25/04/2005 14:48:28

### 36.3 Files

Via the tab 'Files' you can add documents like a digital copy of the customers P.O.

Id	Type main document	Id main document	Name main document	Name	Last modified file	Type
2571	History (Verkoop)	90436	ORD27000016	PO nr 123654.pdf	08/04/2008 15:11:24	PDF

### 36.4 Payments

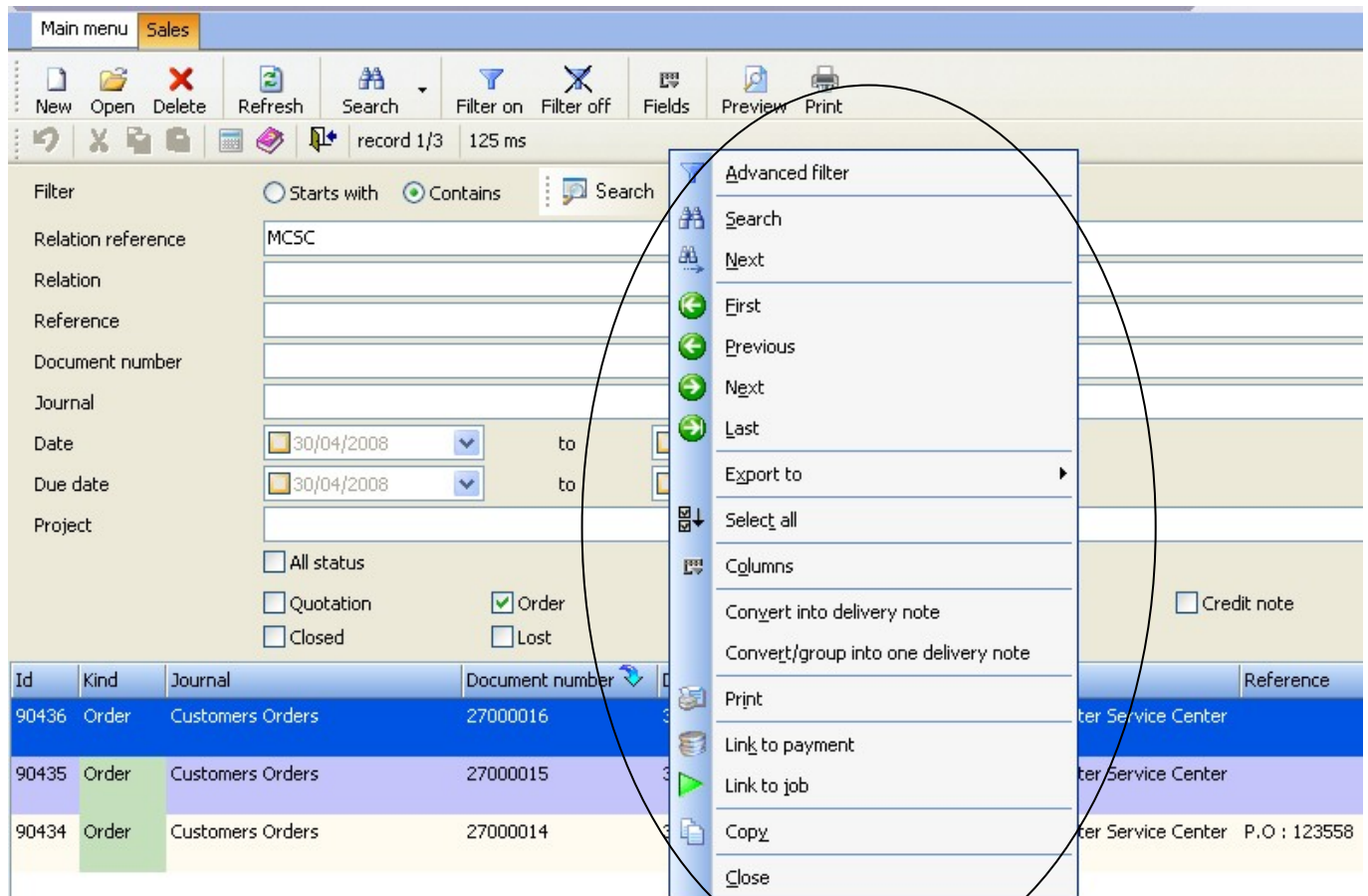
In case you received a pre payment on the order or invoice you can add the amount in this tab.

Id	Relation reference	Name part 1	Name part 2	Currency	Course	Amount	Paid
402	MCSC	MICRO COMPUTER SERVICE CENTER		EUR	1,00	6637,21	150,00



## 36.5/ Convert Sales documents

Using the right mouse click on one of the sales documents an additional menu pops-up. This menu allows you to convert a document into a higher level type of document.



According to the type of document selected the menu will change:

A 'Quotation' can be converted into an 'Order'  
Multiple 'Quotations' can be grouped into one 'Order'

An 'Order' can be converted into a 'Delivery note' and an 'Order' can be 'Picked'  
Multiple 'Orders' can be grouped into one 'Delivery note'

A 'Delivery note' can be converted into an 'Invoice'  
Multiple 'Delivery notes' can be converted into one 'Invoice'

An 'Invoice' can be converted into a 'Credit note'  
Multiple 'Invoices' can be converted into one 'Credit note'


## Select multiple documents using Shift or Ctrl key

*Every document can be copied into a new document of the same type.*





## 36.6/ Sales packing


When creating a sales delivery note goods can be packed. The package can be any type created from the Main Menu / Items Package Types.

Package type	*	COLLI	
Number	*	2007000002	

The items to be packed remain in the 'Items to pack' area until added to one of the packages.

Items to pack [VZN270010: MCSC-Micro Computer Service Center bvba]					
*****	Activation	Code item	Description item	Quantity delivered	Quantity
	<input checked="" type="checkbox"/>	PRHPDESK6940	Printer HP DeskJet 6940	2,00	2,00
	<input checked="" type="checkbox"/>	RT_PRINTER	RECYCLAGE TAKS PRINTER	2,00	2,00

At that moment the items are moved to the area 'Document package information'.

Document package information [VZN270010: MCSC-Micro Computer Service Center bvba]								
*****	Relation	Relation	Document	Package	Package	Ref. Item	Item	Quantity
	MCSC	Micro Computer Service Center bvba	VZN270010	COLLI	200700000	PRHPDESK6940	Printer HP DeskJet 6940	2,00
	MCSC	Micro Computer Service Center bvba	VZN270010	COLLI	200700000	RT_PRINTER	RECYCLAGE TAKS PRINTER	2,00

## **37/ Exercise 4**

### **37.1/Please create a purchase order for the supplier MCSC :**

MCSC  
Micro Computer Service Center bvba

Order these items :

5 x PRHPDESK5740 at 100 Euro + 21% vat

### **37.2/ Add the reception of the goods for the order above in the warehouse Belgium :**

5 x PRHPDESK5740 at 100 Euro + 21% vat

Serial numbers: 701, 702, 703, 704, 705

### **37.3/Enter the order for the customer MCSC :**

MCSC  
Micro Computer Service Center bvba

Customer order ref. 45600012

MCSC ordered these items :

5 x PCP428 at 750 Euro + 21% vat

1 x PRHPDESK574 at 120 Euro + 21% vat

MCSC gets 10% discount

### **37.4/Partially ship the order above :**

3 x PCP428 at 750 Euro + 21% vat

1 x PRHPDESK5740 at 100 Euro + 21% vat (SN : 703)

### **37.5/ Ship the remaining backorder to MCSC :**

2 x PCP428 at 750 Euro + 21% vat

### **37.6/ Invoice the 2 shipments from 34.4 en 34.5 with 1 invoice to MCSC**

## 38/Reports

**McscCom** gives you some pre defined reports. All of these have selection and filtering functions

38.1/ Historical data by customer

38.2/ Historical data by supplier

38.3/ Historical data by item

38.4/ Top n Turnover customer

38.5/ Top n Turnover supplier

38.6/ Top n Turnover item

38.7/ Backorders by customer

38.8/ Backorders by supplier

38.9/ Backorders by item

38.10/ Backorders by date of delivery

38.11/ Stock planning

38.12/ Items to order

38.13/ Inventory

38.14/ Document follow-up

38.15/ Statistics

38.16/ Commissions

## 39/Inventory

**McscCom** works with Excel for inventory control. With the export function the current stock situation can be transferred to an Excel file, that file can be used to walk through the warehouse and match the actual situation with the database result. After the check-up the file can imported again into the database.

### 39.1/ Inventory Export

From the 'Inventories export' item the current stock situation, by warehouse can exported to Excel. Sorting is possible on 3 levels. Select the optional information you want to transfer and push the Export button at the bottom of the screen to generate the excel file. Excel needs to be installed on the PC.

Main menu | Export inventory

Warehouse  
Warehouse:  Stock Veltem-Beisem

Sorting

I. First

- ☒ Ref. Item
- ☐ Location
- ☐ Item group
- ☐ Brand

II. Second

- ☒ (None)
- ☐ Location
- ☐ Ref. Item
- ☐ Item group
- ☐ Brand

III. Third

- ☒ (None)
- ☐ Ref. Item
- ☐ Location
- ☐ Item group
- ☐ Brand

Options

- ☐ With value (Purchase Price)
- ☐ Stock items only
- ☐ Active items only
- ☐ Take over quantity

Export Close form

	B	C	D	E	F	H	I	J
1	Ref. Item	Description	Price	Group	Brand	Location	Quantity	New quantity
2	0004420001	CART.BROTHER P1200/P1700PC101		CARTINKTJET: InkJet Cartridges	Brother: Brother	A1	5,00	
3	0012A7462	CART.LEXMARK T630 BLACK		CARTLASER: LaserJet Cartridges	LEXMARK: Lexmark	A1	4,00	
4	00240165E	CART.LEXMARK E232, E 33X, E 34X, E342N - 2500 PAG. BLACK		CARTLASER: LaserJet Cartridges	LEXMARK: Lexmark	A1	3,00	
5	0080D2178	CART.LEXMARK SET COLOR/BLACK N31/N33		CARTINKTJET: InkJet Cartridges	LEXMARK: Lexmark	A1	0,00	
6	0080D2952	CART.LEXMARK SET COLOR/BLACK N17/N27		CARTINKTJET: InkJet Cartridges	LEXMARK: Lexmark	A1	1,00	
7	012A1970E	CART.LEXMARK 012A1970E BLACK 70		CARTINKTJET: InkJet Cartridges	LEXMARK: Lexmark	A1	2,00	
8	016193200	TEKTRONIC PHASER 8200 MAINTENANCE KIT 016193200		PAP: Paper	XEROX: Xerox	A2	9,00	
9	016193300	TEKTRONIC PHASER 8200 MAINTENANCE KIT 016193300		PAP: Paper	XEROX: Xerox	A2	1,00	
10	106R00443	XEROX TONER CARTRIDGE F/ WORKCENTRE pro 416 106r00443		PAP: Paper	XEROX: Xerox	A2	2,00	
11	108R00602	TEKTRONIC PHASER 8400 MAINTENANCE KIT 108R00602		PAP: Paper	XEROX: Xerox	A2	3,00	
12	108R00603	TEKTRONIC PHASER 8400 EXTENDED MAINTENANCE KIT 108R00603		PAP: Paper	XEROX: Xerox	A2	5,00	
13	108R00675	TEKTRONIC PHASER 8500/8550 ONDERHOUDSKIT KIT 108R00675		PAP: Paper	XEROX: Xerox	A2	4,00	
14	108R00676	TEKTRONIC PHASER 8500/8550 ONDERHOUDSKIT EXTENDED 108R00676		PAP: Paper	XEROX: Xerox	A2	6,00	
15	10N0016	CART.LEXMARK Z13-Z23-Z33BL		CARTINKTJET: InkJet Cartridges	LEXMARK: Lexmark	A3	4,00	
16	10N0026	CART.LEXMARK Z13/Z23/33 COL		CARTINKTJET: InkJet Cartridges	LEXMARK: Lexmark	A3	5,00	
17	10N0227E	CART.LEXMARK Z13/Z23/33 COL 10N0227E		CARTINKTJET: InkJet Cartridges	LEXMARK: Lexmark	A3	7,00	
18	12A1450	CART.LEXMARK 1200 BLACK DRUM		CARTLASER: LaserJet Cartridges	LEXMARK: Lexmark	A3	1,00	
19	12A1451	CART.LEXMARK 1200 MAGENTA		CARTLASER: LaserJet Cartridges	LEXMARK: Lexmark	A3	2,00	
20	12A1452	CART.LEXMARK 1200 CYAN		CARTLASER: LaserJet Cartridges	LEXMARK: Lexmark	A3	5,00	
21	12A1453	CART.LEXMARK 1200 YELLOW		CARTLASER: LaserJet Cartridges	LEXMARK: Lexmark	A3	4,00	
22	12A1454	CART.LEXMARK 1200 BLACK		CARTLASER: LaserJet Cartridges	LEXMARK: Lexmark	A3	3,00	
23	12A1970	CART.LEXMARK 3200 BLACK		CARTINKTJET: InkJet Cartridges	LEXMARK: Lexmark	A3	0,00	
24	12A1980	CART.LEXMARK 3200 COLOUR		CARTINKTJET: InkJet Cartridges	LEXMARK: Lexmark	A3	2,00	
25	12A1990E	CART.LEXMARK SF3100P PHOTO COLOR 12A1990E			LEXMARK: Lexmark	A3	4,00	
26	13400HC	CART.LEXMARK 13400HC BLACK		CARTINKTJET: InkJet Cartridges	LEXMARK: Lexmark	A3	5,00	
27	15M0120E	CART.LEXMARK SF3100P COLOR 15M0120E			LEXMARK: Lexmark	A3	7,00	
28	17G0050	CART.LEXMARK Z12 BLACK		CARTINKTJET: InkJet Cartridges	LEXMARK: Lexmark	A3	8,00	
29	17G0060	CART.LEXMARK 17G0060 COLOR		PAP: Paper	LEXMARK: Lexmark	A3	2,00	

It is important to KEEP the file structure in Excel as it was generated by **McscCom**.

## 39.2/ Inventory import

From the item 'Inventory import' the earlier exported inventory file can be imported. Browse to the file and open the Excel file containing the new stock situation.

*Date and time are very important at this level as ALL stock transactions before this date/time will be overruled by this inventory import.*

Main menu Import inventory

Journal \* INV Inventory

Document number \* 280001

Date/Hour \* 17/05/2008 11:37:14

Comment \*

☐ Update prices

☐ Update numbers (stock)

Id	Ref.	Item	Description	Price	Group	Brand	Warehouse	Location	Current	New
----	------	------	-------------	-------	-------	-------	-----------	----------	---------	-----

Select a file and click Ok to upload.

File

Ok Cancel

Save Close form

You can still modify the information on the screen, when you push the 'Save' button the new stock situation becomes active.

## 40/Export

**McscCom** can link to external accounting software.

## 41/Job Manager

### 41.1/ General

**McscCom** can make registrations of all activities of any type within the company:



- Incoming call's
- Outgoing call's
- Complaints
- Tasks
- Customer visits
- ...

### 41.2/ Job Type

Job Types can be added and maintained here.

Every Type needs the following information:

journal  
name  
description in 3 languages  
optional information




Basic	
Id	1
Journal	* CAI   CALL IN
Name	* CALL IN
Description nl	CALL IN
Description fr	CALL IN
Description en	CALL IN
Information	

### 41.3/ Job Category

Job Categories can be added and maintained here.

Every category needs the following Information:

name  
supervisor  
description in 3 languages  
optional information






Basic	
Id	4
Name	* SUPPORT
Supervisor	Marcel 
Job type	 
Description nl	SUPPORT
Description fr	SUPPORT
Description en	SUPPORT
Information	

### 41.4/ Job Priority

Job Priorities can be added and maintained here.

Every priority needs the following Information:

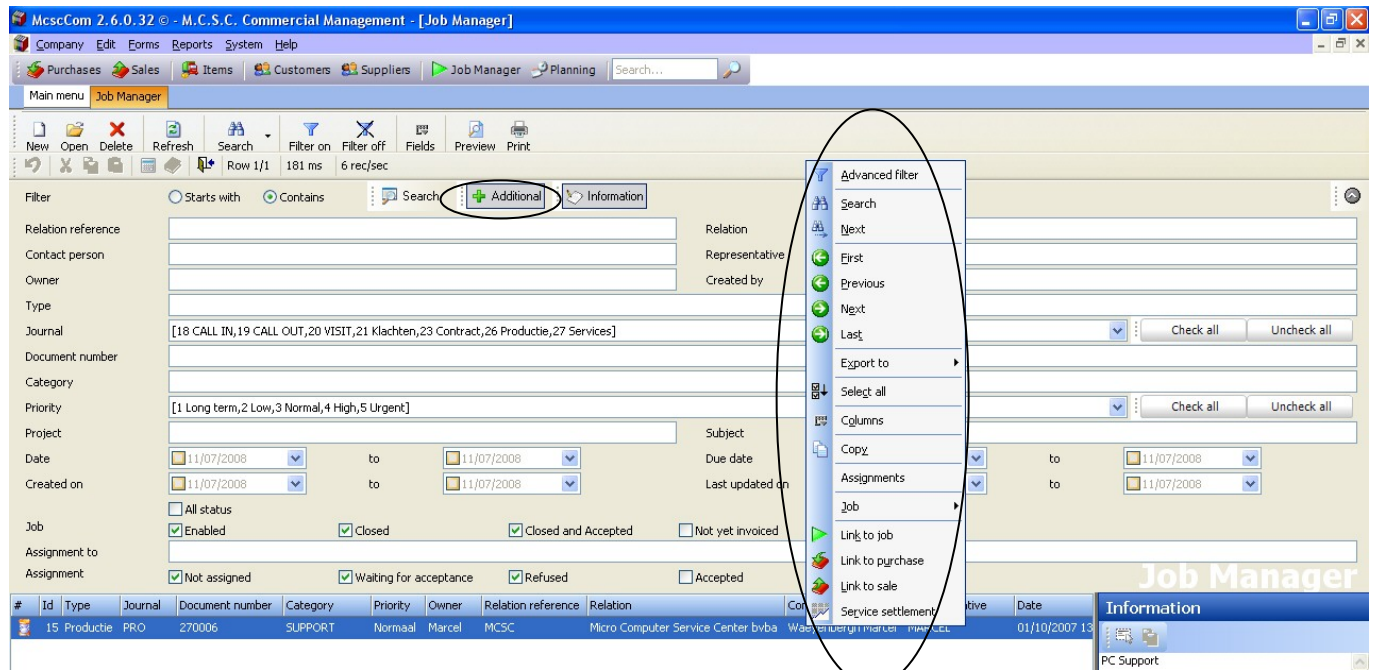
name  
supervisor  
description in 3 languages  
optional information  
default time to due date

Basic	
Id	5
Name	* Dringend
Description nl	Dringend
Description fr	Urgent
Description en	Urgent
Information	
Status	Enabled 
<b>Job processing</b>	
<input checked="" type="checkbox"/> Automatically add due date for jobs with this priority	
Time needed to process these jobs in normal circumstances.	
Time of process	0   Days 04:00   Hours:Minutes



## 41.5/ Job Management Overview

When starting the program item 'Job Management' a selection screen makes it possible to follow-up the Jobs. By Default all 'Active' Jobs get displayed. Jobs can be filtered by 'Relation' (customer/supplier) 'Reference' and 'Name', 'Job Type', 'Job category', 'Journal', 'Priority', 'Assignment' and many other combinations using the button 'Additional'



The red flag indicates that the due date has passed.

Many actions are possible using the right mouse click

The follow-up of these Jobs is possible on different levels:

- By Job Category a Supervisor will see all Jobs in that Category
- By Journal a Supervisor will see all Jobs in that Journal
- Owner : the owner can see his/her own Jobs
- Assigned: Everybody that gets a Job assigned can 'Accept', 'Deny' and 'Close' the Job, after closing the Job will disappear from the person that it was assigned to

## 41.6/ Job Management detail

Using the button 'New' you can create any Type of New Job.

For every Type at least one Journal is needed.



Every journal has an Auto numbering system, change can be made from the General Menu / Journals

**THE USER IS RESPONSIBLE FOR THE CONSEQUENCES WHEN CHANGING THE NUMBERING !**

After selecting Type and Journal the following information needs to be added to the header of the document:

- Category : to be maintained via Job categories in the main menu
- Priority : to be maintained via Job priorities in the main menu
- Owner : automatically added from the user login but it can be changed
- Ref. Relation : reference customer or supplier
- Contact person : Contact person from relation contacts
- Representative : will be proposed from the relation file but can be changed
- Address : Address where the job takes place
- Date + Time for the Job – current date and time is auto added but can be changed
- Due date : indicate the due date for the Job – by that time the Job should be closed – if not the red flag is activated and an alert is generated to the Supervisor if activated – the priority will calculate this due date if active
- Project
- Subject
- Information : info field – on every modification user / date and time will be added

#### Job: 15-PRO270006

PC Support

Job	Assignments	Linked documents	Files	HR HR	Planning	Job times
Type	Productie	Journal	PRO	Document number	270006	
Category	SUPPORT	Priority	Normaal	Owner	Marcel	
Relation reference	MCSC	Contact person	Waeyenbergh Marcel	Representative	MARCEL	
Address						
Date	01/10/2007	Due date	11/07/2008	17:53:55	Project	
Subject	PC Support					
Information	< 11/07/2008 17:53:55 - Marcel > Problem with the harddisk					

#### 41.7/ Job Management Assignments

#### Job: 15-PRO270006

PC Support

Job	Assignments	Linked documents	Files	HR HR	Planning	Job times
#	Username	Status				
<input checked="" type="checkbox"/>	Davy		<i>Every Job can be assigned to one or more HR's. They can 'Accept', 'Deny' and 'Close' the Job.</i>			
<input type="checkbox"/>	Marcel					

#### 41.8/ Job Management Linked Documents

From the sales documents a Job can be created or an existing Job can be linked, these linked documents are visible here.

#### Job: 15-PRO270006

PC Support

Job	Assignments	Linked documents	Files	HR HR	Planning	Job times
	Parent	Id	Kind	Journal	Document number	Date
		51	Quotation	OFF	270010	02/10/2007 10:59:38

#### 41.9/ Job Management Files

Files can be added to the Job.

## 41.10/ Job Management Human Resources

Human Resources can be added to the Job.

## 41.11/ Job Management Planning


Via the planning the user can see the timeframe reserved for the Job.

## 41.12/ Job Management Job Times

Via Job Times the user gets an overview of the time spend on this Job.




### Job: 15-PRO270006

PC Support

Job Assignments Linked documents Files HR HR Planning Job times												
 	#	Save	HR	Type	Function	Address	Date	Start	End	Duration	Car	Km
	1		TECHNICIAN 1	1 Transport go		10. DEFAULT Micro Computer	01/10/2007	13:30:00	14:00:00	0:30:00	ABC-123	10
	2		TECHNICIAN 1	2 Worktime			01/10/2007	14:00:00	17:30:00	3:30:00		0
	3		TECHNICIAN 1	4 Transport back		10. DEFAULT Micro Computer	01/10/2007	17:30:00	18:00:00	0:30:00	ABC-123	10

For every work time the following information is needed:

- HR
- Type of activity : transport there or back or work time
- Function executed by the HR
- Location where the activity took place
- Date of execution
- Start and Stop Time
- Duration (When entering start and stop time the duration will be calculated afterwards but start or stop time in combination with the duration will work also)
- In case of a transport a car is needed + distance in KM's
- Information : free field
- Unit: the standard is an hour, from the HR Work time units other units can be added like ½ day or a day. **McsCom** will always convert these units to Hours.

The toolbar on the left gives fast access to the activity address  the planning  the appointment  the HR  the car  the performance of the HR 

The overview can be exported to Excel with the button .

The button  calculates the total according the tariffs and sends the result to a sales document. Via Company/Configuration/Services the type of document and journal can be defined. The tariff and HR can be maintained from the Main Menu 'Human resources'.

*Job Time registration is possible in real-Time using the Start / Stop and Pause buttons and these times will be registered on the user login.*



### 41.13/ Job Triggers Overview

When starting the program item 'Job Triggers' in the 'Main Menu' you get an overview of all active Job Triggers.









### 41.14/ Job Triggers detail

With the 'New' button a new Job Trigger can be created.

The 'Moment' defines when the Trigger will ACT :

- Sales – on delivery of an item
- At reception of an incoming call via CTI
- Starting an outgoing call via CTI

Type of Job, Journal, Category, Priority, Subject and info complete the trigger.

Job Trigger: Item 21 FLYBOOK	
Onderhoudscontract tot :	
Basic	Jobs
Kind	Item
Id	21
Information	FLYBOOK
Basic	
Id	4
Moment	1 Article sales delivery
Type	Maintenance contract   Maintenance contract
Journal	CON   Contracten klanten
Category	CONTRACT  
Priority	Normal  
Subject	Maintenance contract
Information	

BY LINKING THE JOB TRIGGER TO AN ITEM THIS JOB WILL START WHEN DELIVERING THE ITEM.

## 42/Marketing

### 42.1/ Marketing categories

Marketing categories can be added and maintained here.

Every category needs the following Information:

name  
description in 3 languages  
optional information

Basic	
Id	1
Name	* Hardware
Description nl	Hardware
Description fr	Hardware
Description en	Hardware
Information	

### 42.2/ Marketing company sizes

Marketing company sizes can be added and maintained here.

Every company size needs the following Information:

name  
description in 3 languages  
optional information

Basic	
Id	0
Name	* SMB
Description nl	SMALL & MEDIUM BUS.
Description fr	SMALL & MEDIUM BUS.
Description en	SMALL & MEDIUM BUS.
Information	

### 42.3/ Marketing company source

Marketing company source can be added and maintained here.

Every company source needs the following Information:

name  
description in 3 languages  
optional information

Basic	
Id	1
Name	* www.mcsc.be
Description nl	www.mcsc.be
Description fr	www.mcsc.be
Description en	www.mcsc.be
Information	

### 42.4/ Marketing company sector

Marketing company sector can be added and maintained here.

Every company sector needs the following Information:

name  
description in 3 languages  
optional information


Basic	
Id	1
Name	* ICT
Description nl	ICT
Description fr	ICT
Description en	ICT
Information	

## 42.5/ Marketing points of interest

Marketing points of interest can be added and maintained here.

Every point of interest needs the following Information:

name  
description in 3 languages  
optional information














Basic	
Id	1
Name	 McscCom
Description nl	McscCom
Description fr	McscCom
Description en	McscCom
Information	

## 43/Search

The search function will help searching for a word or phrase in the **McscCom** database.

The result is shown in a list  
double clicking on one of the rows  
will open the information behind.

Search criteria
Enter a word (2 characters or more) and click on search.
<input type="text" value="PRINTER"/>
<input type="button" value="Search"/>
Search records limitation
<input type="text" value="5000"/> Rows

Type	Name	Result
 Items	PRHPDESK5740	<a href="#">Printer</a> HP DeskJet 5740
 Items	PRHPDESK6940	<a href="#">Printer</a> HP DeskJet 6940
 Items	RT_ <a href="#">PRINTER</a>	RT_ <a href="#">PRINTER</a>
 History detail (Purchase)	COM270003 PRHPDESK5740	<a href="#">Printer</a> HP DeskJet 5740
 History detail (Purchase)	COM270003 RT_ <a href="#">PRINTER</a>	RECYCLAGE TAKS <a href="#">PRINTER</a>
 History detail (Purchase)	COM270003 PRHPDESK6940	<a href="#">Printer</a> HP DeskJet 6940
 History detail (Purchase)	COM270003 RT_ <a href="#">PRINTER</a>	RECYCLAGE TAKS <a href="#">PRINTER</a>
 History detail (Purchase)	BLF270003 PRHPDESK5740	<a href="#">Printer</a> HP DeskJet 5740
 History detail (Purchase)	BLF270003 RT_ <a href="#">PRINTER</a>	RECYCLAGE TAKS <a href="#">PRINTER</a>
 History detail (Purchase)	BLF270003 PRHPDESK6940	<a href="#">Printer</a> HP DeskJet 6940
 History detail (Purchase)	BLF270003 RT_ <a href="#">PRINTER</a>	RECYCLAGE TAKS <a href="#">PRINTER</a>
 History detail (Sale)	ORD270010 PRHPDESK6940	<a href="#">Printer</a> HP DeskJet 6940
 History detail (Sale)	ORD270010 RT_ <a href="#">PRINTER</a>	RECYCLAGE TAKS <a href="#">PRINTER</a>

*When activating the index function on the SQL Server the search function will also search through files of the type .DOC, XLS, PPT en PDF added to the database.*



## 44/Import

### 44.1/ Import Excel

From the program item 'Import Excel' in the 'Main Menu' data can be imported from MS-Excel into **McscCom**.

The import settings can be saved and re-used.

Id	Type	Name	Auto numbering	Auto overwrite	Auto add
2	Articles	IMPORT ITEMS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

The Excel file can be loaded with 'Load' button, in the configuration area Excel columns need to be linked to **McscCom** fields. At that point fields can be merged or split. Fixed values can be added to **McscCom** fields. When all fields have been configured the 'Control' button will check all fields and rows to make sure that they will fit the **McscCom** structure, after a positive check-up the real import can be started. The results will be found in the log area.

It is recommended to make a backup before import data.

Log file

12/07/2008 12:53:28: Warning: special characters like '? # . \ / ~ & ! { } [ ] < > " are not allowed in the excel column headers.

- IM SKU / EAN
- Part#
- Price(RRP)

#	Import	Column Excel	Column McscCom	Fixed value	Fieldname	Sequence	From char	Quantity	Formula	Maximum
1	<input checked="" type="checkbox"/>	Product Description	description nl item		I_NAME					60
2	<input checked="" type="checkbox"/>	Product Description	description fr item		I_NAMEF					60
3	<input checked="" type="checkbox"/>	Product Description	description en item		I_NAMEE					60
4	<input checked="" type="checkbox"/>	Art.code	reference item		I_REF					50
5	<input checked="" type="checkbox"/>	Part#	manufacturer PN		I_MANUFPN					255
6	<input type="checkbox"/>									
7	<input type="checkbox"/>									
8	<input type="checkbox"/>									
9	<input type="checkbox"/>									
10	<input type="checkbox"/>									

#	Art.code	IM SKU / EAN	Manf.	Part#	Product Description	Lang	CPU
1	TOSSEATPROL40-10R	404E769 / 4026203491496	TOSHIBA	PSL43E-00W00TBT	SAT PRO L40-10R CD/T2080 80GB 1GB 15.4IN DVD/RW VB	MB	
2	TOSSEATA200-10R	404F217 / 4026203507685	TOSHIBA	PSAE6E-06Y027BT	SATELLITE A200-10R C2D/T5250 160GB 2GB 15.4IN DVD/RW VHP	MB	Intel Core 2 Duo
3	TOSSEATA200-10S	404F341 / 4026203508057	TOSHIBA	PSAE6E-070027BT	SATELLITE A200-10S C2D/T5250 200GB 2GB 15.4IN DVD/RW VHP	MB	Intel Core 2 Duo
4	TOSSEATA200-10UQ	404F216 / 4026203507319	TOSHIBA	PSAE6E-080027BT	SATELLITE A200-10UQ C2D/T5250 200GB 2GB 15.4IN DVD/RW VHP	MB	Intel Core 2 Duo
5	TOSSEATL40-12Z	404E534 / 4026203478169	TOSHIBA	PSL40E-02H01EBT	SATELLITE L40-12Z CD/T2130-1.8G 120GB 1GB 15.4IN DVD/RW VHB	MB	
6	TOSSEATP200-19C	404E997 / 4026203495883	TOSHIBA	PSPB6E-05T025BT	SATELLITE P200-19C C2D/T5450 160GB 2GB 17IN DVD/RW VHP	MB	Intel Core 2 Duo
7	TOSSEATP200-1AM	404F218 / 4026203495517	TOSHIBA	PSPB3E-03301DBT	SATELLITE P200-1AM C2D/T5250 200GB 2GB 17IN DVD/RW VHP	MB	Intel Core 2 Duo
8	TOSSEATPROA200-10M	404F336 / 4026203506664	TOSHIBA	PSAE4E-02H01GBT	SATELLITE PRO A200-10M CD/T2310 120GB 1GB 15.4IN DVD/RW VB+XPP	MB	Intel Core Duo Pr
9	TOSSEATPROA200-10N	404F337 / 4026203506688	TOSHIBA	PSAE4E-02301GBT	SATELLITE PRO A200-10N CD/T2310 160GB 2GB 15.4IN DVD/RW VB+XPP	MB	Intel Core Duo Pr

Legend

- Too long
- Does not exist
- Wrong type
- Not unique
- Value required
- Invalid date/time
- Unknown field type/Unknown validation error
- Unknown error
- Duplicate Excel row [Import]
- Imported [Import]
- Others



## 45/Point of Sales

### 45.1/ Point of Sales

From the program item 'Point of Sales' in the 'Main Menu' the POS module can be started, to get this working a few settings are needed:

- Shop(s)
- Cash point(s)
- POS System(s)
- Cashier(s)

These configurations can be found in the System Menu.

Each Shop has an address and warehouse, One or more Cash points can be defined within each Shop. Every Cash point needs to be linked to a PC with all possible options like ticket printer, customers display, barcode reader, touch screen etc.

The POS module can be started from the login screen.

Date								Logon																																																									
<div>« « Jul 2008 » »</div> <table><tr><th>Wk</th><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th><th>Sun</th></tr><tr><td>27</td><td>30</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr><tr><td>28</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr><tr><td>29</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr><tr><td>30</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr><tr><td>31</td><td>28</td><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td><td>3</td></tr><tr><td>32</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr></table>								Wk	Mon	Tue	Wed	Thu	Fri	Sat	Sun	27	30	1	2	3	4	5	6	28	7	8	9	10	11	12	13	29	14	15	16	17	18	19	20	30	21	22	23	24	25	26	27	31	28	29	30	31	1	2	3	32	4	5	6	7	8	9	10	<div>Shop MCSC</div> <div>Cash point POS Demo</div> <div>System TOONZAAL5</div> <div>Date Saturday 12 July 2008</div> <div>Time 14:02:59</div> <div>Offset (Seconds) 0</div> <div>Journal KAS</div> <div>Layout KAS</div>	
Wk	Mon	Tue	Wed	Thu	Fri	Sat	Sun																																																										
27	30	1	2	3	4	5	6																																																										
28	7	8	9	10	11	12	13																																																										
29	14	15	16	17	18	19	20																																																										
30	21	22	23	24	25	26	27																																																										
31	28	29	30	31	1	2	3																																																										
32	4	5	6	7	8	9	10																																																										
<div>Today</div> <div>Enter an offset</div> <div>Hours 0</div> <div>Minutes 0</div> <div>Reset</div>								<div>Cashier  Marcel</div> <div>     </div> <div>McscCom</div>																																																									

All the forms and buttons on the screen where created in a way that both keyboard/mouse or touch screen can be used.

Customer: POS  
Name: POS

Shop MCSC  
POS Demo  
Marcel  
KAS270005  
Saturday  
12/07/2008 14:08

McscCom

Tickets: 0

Rn	Code	Description	Quantity	Unit pr.	Disc. %	%2	%3	Net	Tva	Subtot.
1	PRHPDESK6940	Printer HP DeskJet 6940	1,00	139,15	10,00	0,0	0,0	125,24	21	125,24
2	RT_PRINTER	RECYCLAGE TAKS PRINTER	1,00	0,70	0,00	0,0	0,0	0,70	21	0,70
3										

2,00 # Items

Inclusive 125,94 EUR

On the left – Top of the screen you will find the queue control buttons:



Put the current sales on Hold in the queue



start a new sales



get a sales back from the queue and continue that sales

By default all POS tickets get booked on the POS customer but it is also possible to book every ticket on an individual customer file. If doing so on-going orders will be shown on the top-right area of the screen.

Customer	MCSC	Shop MCSC	Id	Journal	Document number	Date	Item	Quantity	Reserved	Picked	Picked location
Name	Micro Computer Service Center bvba	POS Demo	52	ORD	270012	02/10/2007 11:36:56	HDMAX6V300F0	2,00	0,00	0,00	
Brusselsesteenweg 386		Marcel	52	ORD	270012	02/10/2007 11:36:56	MNEOE19A	2,00	0,00	0,00	
3020 VELTEM-BEISEM		KAS270005	52	ORD	270012	02/10/2007 11:36:56	PCTYPE8C	2,00	0,00	0,00	
		Saturday	52	ORD	270012	02/10/2007 11:36:56	CLUX100F200	2,00	0,00	0,00	
		12/07/2008 14:15	52	ORD	270012	02/10/2007 11:36:56	CLUX100F200	2,00	0,00	0,00	

An item can be selected with the item reference code or barcode or with the button  an item is also searchable by description.

In addition group/subgroup and brand can be used to find the correct item using these buttons

First the brand  and then the group of the other way around. 


The buttons   let you navigate in the rows, this button  deletes a row

With the button  the price can be changed and with the button  the qty can be changed

On the right-bottom of screen you will the total amount

To close the POS ticket and receive the payment click on the payment method.



Icon	Method of payment	Amount
	<b>Cash</b>	<b>139,78</b>
	Bancontact	0,00
	American Express	0,00
	Euro/MasterCard	0,00
	Visa	0,00
	Proton	0,00
	Transfer	0,00
	Cheque	0,00

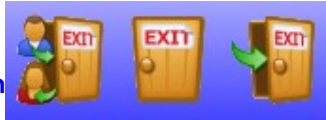
On the right of the screen you will see  
All the amounts

To pay  
Paid  
To be Returned

Click on Exit to close this ticket, the ticket will get printed  
If available, the drawer will open if available and Cash is used  
And a new ticket can start.

Payment	
Shop MCSC POS Demo Marcel Saturday 12 July 2008 MCSC	
To pay	139,78
Paid	139,78
Return	0,00
<b>Exit</b>	
(KAS270005)	

With the buttons  
closed or **McscCom**



the Cashier can be swapped, the POS module can be closed.

#### 45.2/ POS daily Statement

**McscCom** can transfer the daily statement to one of the supported accounting software's.




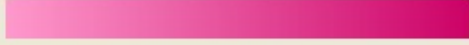

## 46/Human Resources

### 46.1/ My Achievements

From the program item 'My achievements' in the 'Main Menu' the HR with a user login for **McscCom** can follow-up his/here Job times.

The day before Yesterday - Yesterday – Today – The week before – This week

### 46.2/ Human Resources

General	Contract	Identity	Private	Cost	Job times
Id	1				
Name	* Marcel				
First name	Marcel				
Last name	Waeyenbergh				
User	Marcel 				
Color planning	FF99CC 				
Color planning to	CC0066 				
Information	<div>Preview </div>				
Status	Enabled 				

From the program item 'Human Resources' in the 'Main Menu' Human resources can be added and maintained.

For every HR the following information can be entered:

Name

First Name

Last Name

User if this HR is also a **McscCom** user

Each HR gets a colour for the planning

In addition extra information can be added about

Identity, private address etc.

*The Human Resource Job Times generates a total overview of the work time entered in all Jobs for this HR within the selected period of time and with subtotals by day/week/month. The result can be exported to Excel.*

## 46.3/ Car Fleet

From the program item 'Car Fleet' in the 'Main Menu' Cars can be added and maintained.

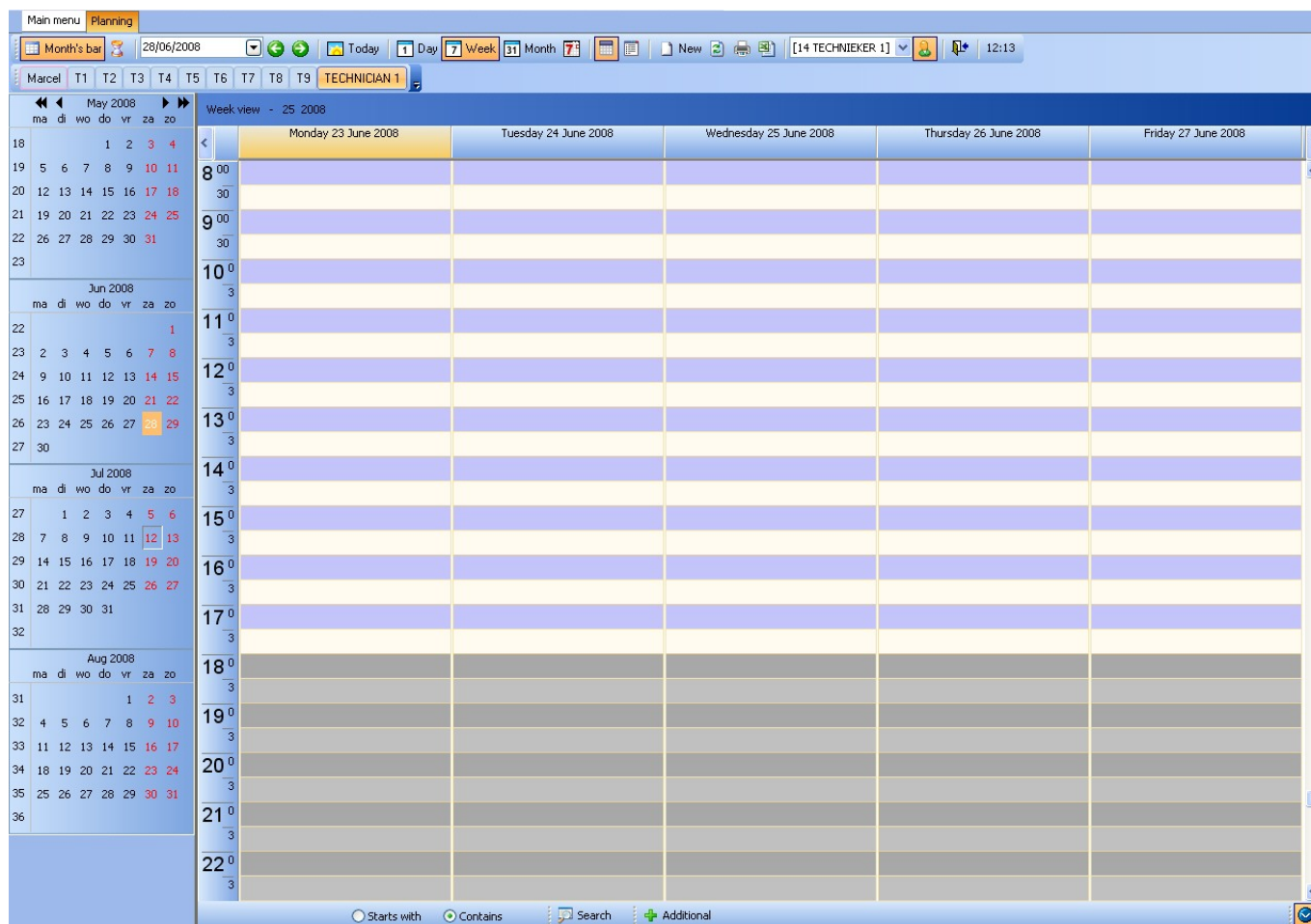
For every Car the following information can be entered:

License plate  
Brand  
Model  
Depreciation percentage  
Type of Fuel  
Fuel card number and pin code  
Driver from the human resources

Basic	Cost
Id	
License plate	ABC-123
Brand	MINI
Model	ONE
Depreciation %	75
Fuel	Petrol
Fuel card Nr	123-4565-789
Fuel card PIN	*****
Driver	Marcel
<input type="checkbox"/> Private	
Information	

## 46.4/ Planning

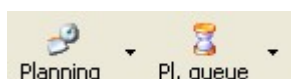
From the program item 'Planning' in the 'Main Menu' the planning of all Human resources can be maintained.



With overviews per day, week and month, for one HR of Multiple

Adding Jobs to the agenda can be done in 2 ways :

From the Job using the buttons

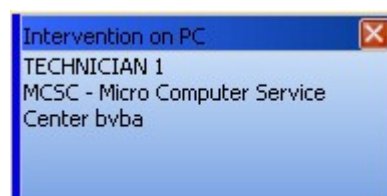


With the button 'Planning' the Job gets directly put on to the agenda.

With the button 'Pl.Queue' the Job is added to the planning queue to be transferred to the agenda later.

Directly from the agenda by double clicking on the wanted day/time an appointment can be added directly for a Human resource. The link to a Job is not an obligation but necessary for a settlement and follow-up.

*The information viewable on the appointment  
Can be configured via  
Company/Configuration/Planning/Plan Item configuration*



## 46.5/ Tariffs

From the program item 'Tariffs' in the 'Main Menu' the tariffs can be maintained, these are used for settlement of the Jobs with Work time.

Every tariff gets a name and description in 3 languages.

For the settlement of the transport 2 solutions are available:





A fixed price for every transport from the customer file / financial / transport cost

A fee per Km one way to be defined in Expenses km's transport

The distance can be found in the customer file / address / Distance or it can be entered in the Job.

The 'Default' tariff is the tariff used if no other is defined in the customer file / financial / tariff

The general account and VAT code will we the default values send to the sales document at the settlement.

Basic	Prestation	Expenses time transport	Expenses km's transport
Id		1	
Name		* BASIS TARIEF	
Description nl		BASIS TARIEF	
Description fr		BASIS TARIEF	
Description en		BASIS TARIEF	
		<input checked="" type="checkbox"/> Use customers/suppliers transport cost	
		<input type="checkbox"/> Km expenses one way	
		<input type="checkbox"/> Use kilometers from adress	
		<input checked="" type="checkbox"/> Default	
General account		<input type="text"/>  	
VAT Code		<input type="text"/>  	
Information			



The price charged for the work time will be added here. Price can be different per HR, function and day of time, day or night time and also according the total volume of time worked on the Job.

**Basic**

Id: 1

Tariff: \* BASIC TARIFF

HR:

Function:

General account:

VAT Code:

From >=: ☒ 00:00:00

Till <: ☒ 23:59:59

Days:

☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday

☒ Saturday ☒ Sunday

☒ Holidays

Start: ☒ 01/01/2007 00:00:00

End: ☐ 12/07/2008 23:59:59

Volume discounts:

#	Unit	Quantity (>=)	Price (per unit)	Information
1	Uur	0,00	66,00	Zero level (default)
2	Uur			

The price charged for the transport time will be added here. Price can be different per HR, function and day of time, day or night time and also according the total volume of time worked on the Job.

**Basic**

Id: 2

Tariff: \* BASIC TARIFF

HR:

Function:

General account:

VAT Code:

From >=: ☒ 00:00:00

Till <: ☒ 23:59:59

Days:

☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday

☒ Saturday ☒ Sunday

☒ Holidays

Start: ☐ 12/07/2008 00:00:00

End: ☐ 12/07/2008 23:59:59

Volume discounts:

#	Unit	Quantity (>=)	Price (per unit)	Information
1	Uur	0,00	0,00	Zero level (default)

The price charged for the transport will be added here. Price can be different per Car and day of time, day or night time and also according the total volume of km's for the Job.

Basic															
Id	0														
Tariff	* BASIC TARIFF		BASIC TARIFF												
Car															
General account															
VAT Code															
From >=	00:00:00														
Till <	23:59:59														
Days															
<input checked="" type="checkbox"/> Monday	<input checked="" type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Wednesday	<input checked="" type="checkbox"/> Thursday												
<input type="checkbox"/> Saturday	<input type="checkbox"/> Sunday		<input checked="" type="checkbox"/> Friday												
<input type="checkbox"/> Holidays															
Start	12/07/2008	00:00:00													
End	12/07/2008	23:59:59													
Volume discounts	<table border="1"> <thead> <tr> <th>#</th> <th>Kilometers (&gt;=)</th> <th>Price (per km)</th> <th>Information</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>0,00</td> <td>1,00</td> <td>Zero level (default)</td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			#	Kilometers (>=)	Price (per km)	Information	1	0,00	1,00	Zero level (default)	2			
#	Kilometers (>=)	Price (per km)	Information												
1	0,00	1,00	Zero level (default)												
2															

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*2nd English edition*